

Allentown Full Time Social Work Job Summary

The following is a summary of the job duties

Requirements

1. BSW or Equivalent Req. Exp in adoption/child welfare. NJ Social Work license preferred- NJ license preferred
2. Ability to work on weekends and at night, as required
3. Spanish speaking a plus
4. cell phone -
5. knowledge of Ipad use a plus

Social Work Duties for Pregnant Women

1. Provide counseling and support for pregnant women considering adoption
2. Give pregnant women their options including adoption
3. Share responsibility of being available on weekend or evenings for an emergency adoption placement
4. Accompany women to appointments and counsel with their family, if required
5. Assist pregnant woman make an adoption plan and select a family
6. Work with social worker whose family is selected
7. Arrange meetings between the two parties
8. Obtain all medical records and background information on pregnant woman and her partner
9. Help both parties formulate an open adoption plan
10. Accompany clients to Court

Duties with Adoptive Parents

1. Conduct and write home study reports
2. Conduct group educational classes for prospective adoptive parents
3. Cooperatively conduct pre-placement meetings between birth and adoptive parents
4. Coordinate placement and discharge of baby from the hospital
5. Prepare legal documents for placement
6. Follow up with a minimum of 3 supervisory visits with family after placement and prepare a report of the visits
7. Assist with agreement with birth parents post-adoption finalization
8. Attend Court hearing to finalize adoption

Additional Duties

1. Attend all required meetings
2. Represent Agency at conferences and any public event
3. Office coverage