

## **Virginia Full Time Social Work Supervisor Position**

### **The following is a summary of the job duties Requirements:**

1. Masters in a related field (ie, sociology, psychology, counseling, etc.). with 5 years experience in Child Welfare and 1 year in Supervisory position
2. Ability to work on weekends and at night, as required
3. Spanish speaking a plus
4. smart phone
5. I pad knowledge
6. Driver's license

### **Social Work Duties for Pregnant Women**

1. Provide counseling and support for pregnant women and their partners 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, if needed

### **Duties with Prospective Adoptive Parents**

1. Conduct and write prospective adoptive home study reports
2. Conduct group educational classes for prospective adoptive parents
3. Cooperatively conduct pre-placement meetings between pregnant women and prospective 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

**Additional Duties**

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