

CONTRACT ADOPTION COORDINATOR

Announcement Date: October 20, 2009
Service Area: Welcome House® Adoption Program is licensed in PA, NJ, DE, and VA
Work Schedule: Flexible scheduling with evening and weekend hours as needed
Salary Range: Independent Contractor / Fee for Service Contract
Status: Immediate Need in our Northern NJ, Central PA, and Northern VA service areas

Position Summary:

Pearl S. Buck International (PSBI) is seeking a Master's level Social Worker to work with our Welcome House® Adoption Program. This is an Independent Contractor position with our organization and as such contractors are paid based upon a fee for service contract. For example, for conducting a Home Study and producing the final report a contractor is paid \$400-\$600. A very detailed contract outlining each unit of service involved in processing an adoption and corresponding fee to be paid is available for review by applicants.

Key Responsibilities:

- Assess prospective parents' capacity to determine if they will provide appropriate homes for adoptive children and produce Home Study report
- Provide case management (pre and post-placement) to ensure adoption process is legally completed

Position Requirements:

- Master's degree in Social Work or related field with minimum 2 years relevant (adoption/social services) work experience
- State social work licensure preferred
- Has two years experience in international adoption, including completion of home studies, or child and family services provision
- Must have valid driver's license & current automobile insurance coverage & the ability to travel within the community throughout the workday with full time access to an automobile
- Ability to work a flexible schedule that may include evening & occasional weekends when needed for client meetings & speaking engagements
- Strong interpersonal skills with emphasis on communication skills & public speaking
- Has facilitated group training sessions
- Detail oriented, highly organized, self-starting, innovative, articulate, high energy, reliable, team player, & resourceful are desirable attributes
- Ability to secure professional liability insurance

Organization Description:

Pearl S. Buck International (PSBI), a non-sectarian organization that provides development and humanitarian assistance is seeking a highly motivated individual to become a member of our Welcome House® Adoption Program team. This is an Independent Contractor position with our organization and involves service delivery to families in PA, NJ, DE, and VA. PSBI will not discriminate against an employee or applicant for employment or contract positions because of race, disability, color, religious creed, ancestry, national origin, age, or sex.

For more than fifty years, the Welcome House® Adoption Program has led the way in changing attitudes and creating adoption choices which transcend racial and cultural borders. Specializing in the unique needs of multi-cultural children and families, the Welcome House® Adoption Program seeks homes that will celebrate the child's birth culture as well as provide a stable, loving environment for children. Visit our website at www.pearlsbuck.org for more details.