HOPE INTERNATIONAL

96.37 (d) JOB DESCRIPTION FOR SOCIAL WORK SUPERVISOR

The Social Work Supervisor reports to the Executive Director. The Social Work Supervisor has responsibility for the management and oversight of the Adoption Social Workers and any supervised or exempted providers in carrying out the adoption-related functions of the organization. The Social Work Supervisor will have final approval of and authority over all home studies and post-placement supervision of adoptive families.

A. Responsibilities
   i. Supervision of social workers/child placement staff in the form of assigning social workers to cases, reviewing and consulting about home studies and post-placement reports, tracking when home study updates and post-placement reports are due to ensure timeliness, and conducting social work meetings several times a year to discuss cases/procedures
   ii. Work with executive director to ensure agency’s performance of Hague primary provider functions, including ensuring supervised/exempt provider agreements are in place for each home study provider, supervision of supervised providers throughout adoption process occurs, and review and approval of supervised/exempt providers’ home studies
   iii. Work with prospective adoptive parents to prepare USCIS documents
   iv. Work with prospective adoptive parents to prepare dossier documents
   v. Ensure child referral information and child specific counseling meetings are held for each primary provider client
   vi. Conduct case reviews with executive director and social workers as needed to ensure best outcomes for prospective adoptive parents and adoptees, determine if outside counseling is needed, provide referrals
   vii. Conduct home studies and post-placement reports as needed
   viii. Conduct intake calls and information meetings as needed
   ix. Participate in marketing activities as needed
   x. Participate in fundraising activities as needed
   xi. Participate in humanitarian aid projects as needed
   xii. Maintain high degree of staff, client, and volunteer satisfaction. Establish a workplace environment that is respectful of and supportive of the rights and welfare of the organization’s staff, volunteers, and consumers
   xiii. Maintain and upgrade knowledge to stay current on adoption issues and ensure social work/child placement staff meets yearly training requirements
   xiv. Implement standards and requirements specified by federal and state laws
B. Qualifications

   i. Education – a master’s degree in social work from an accredited college or university, and
   ii. Experience – more than three years of adoption service experience, and
   iii. Credentials – licensed in the State of Texas as an LMSW or LCSW, and
   iv. Skills to oversee social workers/child placement staff at Hope, and
   v. Ability to work effectively and proactively with other community providers, supervised providers, and local, state, and federal entities
   vi. License - the Social Work Supervisor may also be the Licensed Child Placing Agency Administrator and Child Placement Management Staff

For more information or to apply for this position, please contact Hope International’s Executive Director, Dawn Ford, at dford@hopeadoption.org.

Hope International is a Hague Accredited not-for-profit international adoption and humanitarian aid agency based in Dallas, Texas. For nearly 30 years, Hope’s mission has been to:

- to unite orphaned children from around the world with loving adoptive families;
- to provide humanitarian aid to the children left behind in orphanages, foster care, and medical facilities; and
- to provide educational programs and continuing support services to these families.

Hope International has adoptions programs in Bangladesh, Bulgaria, Nigeria, and Ukraine, and provides home studies for families adopting from all over the world.