

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.