



Job Description

General Information:

Common Job Titles: Child and Family Services Clinician (Special Needs Adoption, Foster Care Certifier)	Official Job Title: Clinician, Child and Family Services
BGAS Code/Department: 21CLI008 Child and Family Services	FLSA Status: Non-exempt
Reports to: Child and Family Services Supervisor	Type: Regular, Part-time
Job Level: Level 8	Standard shift hours / Hrs per week: Normal business hours May have to work evenings and weekends
Revised Effective: December 9, 2009	Eligible for benefits: Yes
Market Hiring Range: \$15.11 - \$17.07/hr	Job #10-A3

Region:

Multnomah, Clackamas, Marion, Washington, and Yamhill Counties

Essential Functions:

- Use clinical skills to provide comprehensive assessments for prospective foster and adoptive families including visiting homes, interviewing prospective parents, assessing compatibility with the program and making decisions about the family's ability to provide a stable, safe, and nurturing home for a child. Produce a home study report reflecting this assessment and decision.
- Integrate understanding of diverse socio-economic, racial, ethnic and other cultural backgrounds in working with foster and adoptive parents, and community partners.
- Work as part of a team to help recruit prospective adoptive families for special needs children.
- Work as needed with appropriate program staff to develop and implement training plans and/or curricula to meet training requirements for fostering client's needs.
- Facilitate the adoption matching process to identify children's needs and waiting adoptive families' strengths to meet those needs. Communicate with DHS caseworkers via phone,



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email, or in person to gather more information on waiting children to present to waiting families to determine a good match.

- Present waiting families at Adoption Committee at DHS.
- Coordinate the transition and placement of adoptive children. Provide monthly supervision of children in their adoptive placements. Complete Quarterly Supervision Reports and submit to DHS. Complete Finalization Report and submit to Court and DHS, and provide finalization recommendations.
- Assist families in the Adoption Assistance application process and submit application to DHS.
- Maintain periodic contact with appropriate program staff to assist in transitioning foster families to their program liaisons and to prepare for foster home re-certification.
- Participate on the Clinical Consultation Team in the Adoption Services Program.
- Attend workshops, trainings, and conferences on special needs adoption issues as recommended and approved by the Child and Family Services Supervisor.
- Track all client documentation for alignment with foster care and adoption OARS related to opening a case file, maintaining case notes, file management, and file closure.
- Work as a team member with the Child and Family Services team, the Foster Care Recruiter/Marketer, and appropriate program staff.
- Position may require travel for home studies, and to various DHS branches for Adoption Committees or meetings. Travel may also be necessary to assist families during the adoption transition process. May occasionally need to work night or weekend hours to complete a home certification process.

Qualifications and Job Requirements:

- **Job Knowledge:** This position must be able to place any child within the program. Requires a Master's degree with one year experience or a bachelor's degree in relevant field plus four years of relevant experience in social work, child development, counseling or psychology, or equivalent combination of education and experience. Demonstrated knowledge and prior experience in providing services to children and families who are receiving services from the Department of Human Service is preferred. Experience in family assessment, conflict management and teaching coping skills. (Level 5)
- **Supervising:**
This position has no supervisory responsibilities. (Level 1)



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- **Decision Making:** Some supervision for new or unusual situations or assignments, and limited supervision for regular work. Decision-making, problem solving and/or recommendations within scope of position responsibilities. Must be able to provide appropriate services to people from diverse socio-economic, racial and ethnic cultures. (Level 4)
- **Interpersonal Skills/Interactions:** Networking with other adoption agencies and social service agencies. Networking with DHS workers, foster parents, therapists and teachers regarding specific information about a child's issues and prognosis. Must be able to apply clinical assessment skills to interactions with clients. Interpersonal skills are a significant aspect of job responsibilities, and skills must be highly refined. Significant interactions with others which are complex, demanding, difficult or disagreeable. Must be able to appropriately interact with people from diverse socio-economic, racial, ethnic and other cultural groups. (Level 5)
- **Impact:** Makes decisions such as recommending or withdrawing the family under consideration, which influences the outcomes of assigned clients. Client satisfaction is a major component of position responsibility. Develops service components which address the needs of diverse socio-economic, racial, ethnic and other cultural groups served. Influence Agency image positively or negatively by results of personal work. (Level 4)

Additional Skills & Abilities:

- Requires a high level of clinical skill for assessing strength of marriage/partnerships; family dynamics; parenting skills, and resolution of family of origin issues if present.
- Must be able to work independently and as a member of a team.
- Familiarity with the current trends in adoption and special needs issues.
- Must have competence working with the diverse socio-economic, racial, ethnic and other cultural groups which constitute the birth mother population as well as our potential and current adoptive family pool. Bi-lingual in Spanish preferred.
- Must be able to use computer software programs such as word processing and database programs.
- Must have valid driver's license, personal automobile liability insurance, and acceptable driving record.
- Must be available and able to travel as appropriate to fulfill essential functions.

Physical Requirements and Work Environment: (Level 2)

- Regular standing, walking, sitting, keyboarding, wrist use and hand use.
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- Driving various hours of the day or night. Must be able to drive at night.
- Interacting with public and visiting private homes in a variety of settings during business and non-business hours. Nights and weekends as needed.