

Job Title - Social Worker- Fairfax office

Duties include crisis pregnancy counseling; intake; adoption home studies, placement, and supervision; post adoption counseling.

Catholic Charities of the Diocese of Arlington provides services grounded in the teachings of the Catholic Church on the human person. Accordingly, the social worker is expected to provide services within this framework.

A. CRISIS PREGNANCY COUNSELING

- Offers counseling to Birth mother and Birth father and their families.
- Schedules out of office appointments (client's homes or other agreed upon meeting places). Also schedules regular appointments at office. Need to be able to drive self and others.
- Assists birthparents with arrangements for medical care and testing, nutritional information, housing, childbirth classes, and financial aid, when needed. Also, assist with locating educational opportunities, seeking employment and budgeting; makes referrals to parenting classes, Headstart, and support groups.
- Collaborates with other community agencies to educate them about our agencies' services as well as follow up on clients referred to us.

B. ADOPTION

Takes adoption intake calls during assigned coverage..

- Completes adoption home studies as assigned, according to Virginia State Standards and CCDA requirements. Completes home studies in within time frame designated by Program Director, usually taking no longer than 8 weeks to complete.
- Presents home studies at CAPS Committee meeting for staff consideration.
- Supports families who are approved and waiting.
- Searches for approved families from other sources for special needs babies.

C. POST ADOPTION COUNSELING

- Obtains face sheet information for post adoption counseling requests made by

birthparents, adoptees or adoptive parents.

- Discusses fees and required ID necessary to proceed. Presents contract to client to sign.
- Assesses information requested

D. ADMINISTRATIVE AND COMMUNITY RESPONSIBILITIES

- Serves on committees as requested.
- Acts as liaison in community programs
- Educates and promotes work of agency in community. May involve travel and speaking at community meetings. Complete outreach visits.

Education and Experience:

Masters degree in social work or other related field.

Must be able to work in a high stress field

3-5 years experience

Social workers in this job must have a valid driver's license and a safe driving record.

TB test, CPS, and police clearances are required.

Work Environment

The PAS office is a non-smoking facility in Fairfax, Virginia. It is a standard carpeted office suite with central HVAC system. Much of the worker's time is spent on the road and in client homes, hospitals, shelters, etc. Although agency hours are 8:30 am to 4:30 pm, evening and weekend hours are often required to perform necessary duties. Must take rotations of weekend and holiday on-call duty.

Supervision

Each worker will be individually supervised by assigned supervisor. Social worker will receive at least one hour of supervision per week.

Please send cover letter with salary requirements and resume to jobs@ccda.net

No phone calls please.