



## **ADOPTION WORKER - INTERNSHIP JOB DESCRIPTION**

**RESPONSIBILITIES:** The Adoption Worker Intern will perform professional adoption activities for the agency. Activities include phone intakes, recruitment activities, orientation, training, home assessments, foster home licensing, pre-placement and adoption placement activities, referrals, finalization, reports to court and post adoption services. The adoption worker will be expected to participate fully in the agency and attend staff meetings. Some public speaking may be expected.

**QUALIFICATIONS:** Working toward a Bachelor/Master's degree in social work required. Experience in adoption and/or foster care helpful; Word processing and internet competency is recommended; excellent writing skills; good interpersonal skills; and ability to produce highest quality work under pressure with multiple tasks and fixed deadlines. In-state travel expected. Must have valid driver's license and insurance. The Adoption Worker Intern must have an orientation in issues of confidentiality and mandated reporting laws.

**HOURS:** Daytime hours with occasional evening appointments to accommodate families schedules.

**SUPERVISION:** Interns will be supervised by a Licensed Independent Social Worker (LISW).