

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant (Proposed)

CLASSIFICATION:

Adoption Specialist

POSITION NUMBER:

528-9423-014

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Children and Family Services/ASB

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Sacramento Regional Office

SUPERVISOR'S NAME:

Amy Kincaide

SUPERVISOR'S CLASS:

Adoptions Supervisor I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

Fingerprint clearance is required.

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

**SUPERVISION EXERCISED** *(Check one)*:

- None                       Supervisor                       Lead Person                       Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

Ensure that every child deserves to grow up in a permanent, loving family that will give him or her the best chance of becoming a happy, fulfilled and productive adult.

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**CONCEPT OF POSITION:**

Under the supervision of the Adoption Supervisor I, the Adoption Specialist is responsible for the provision of direct casework services in the independent and/or agency adoption programs.

**A. RESPONSIBILITIES OF POSITION:**

30% Assess the adoption potential of families throughout the life of the adoption petition or referral for adoption until the adoption is finalized using standardized assessment tools such as questionnaires, information from personal references, mental health/medical professionals, employers, tax filings, collateral contacts and observational skills. Assess the children to be adopted throughout the life of the adoption petition or referral for adoption until the adoption is finalized using standardized assessment tools such as questionnaires, mental health/medical professionals, schools, collateral contacts and observational skills.

20% Prepare and support families for adoption with continued meetings leading up to the finalization of the adoption. Educate families on the adoption process and provide resources and referrals to support services such as counseling, respite or support groups as needed. Provide supervision of the child and the prospective adoptive family by visiting the home periodically.

Arrange home visits to conduct in-person interviews with age-appropriate children and prospective adoptive parents to determine how the child and the parents are adjusting to the adoption placement and process, identify and resolve any concerns/issues and provide follow-up contact through phone, emails, and in-person office and/or home visits. Consult and collaborate with county child welfare staff and other collateral resources such as school teachers, counselors, and foster parents.

20% Conduct in-home and in-person Resource Family Approval (RFA) family evaluations and home, health, and safety assessments for county child welfare agencies, upon referral to the Regional Office. Using standardized questionnaires, interviewing and observational skills, home and grounds inspection checklists, determine suitability of an applicant applying to become a resource family, and determine the suitability and safety of the home and grounds for children.

20% Prepare full factual reports to the court with recommendations for or against granting petitions for adoption, informational court reports when necessary to inform the court of the progress of the adoption and/or any anomalies delaying or affecting the adoption process, contested court hearings, and set asides. Appear and testify in court.

5% Provide casework services for legal and birth parents considering placing their children for adoption, including accepting consents and relinquishments forms required to place their child for adoption.

5% Other duties as related to the Adoptions Services Branch.

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B. SUPERVISION RECEIVED:

The Adoption Specialist is supervised by the Adoptions Supervisor I.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Adoption Specialist has frequent contact with children and families, and private adoption attorneys, public and private social services and adoption agencies, judges and other representatives of the court system. The Adoption Specialist may assume a lead role in the training and support of less experienced casework staff and serve as acting supervisor when needed.

E. ACTIONS AND CONSEQUENCES:

The Adoption Specialist applies a knowledge of the principles, practices, and techniques used in the administration of adoptions programs to form judgments and present recommendations which affect the placement of children for adoption. Poor decision-making and faulty judgment could result in harm to children and families. Failure to use good judgment and discretion in casework practice could result in information being released to unauthorized persons in violation of statutory and regulatory obligations. Poor interpersonal skills impact stakeholder relations with county child welfare agencies, attorneys, private adoption agencies, and the courts, which negatively impacts children and families.

F. OTHER INFORMATION:

Good interpersonal communication skills, sound casework skills and effective casework management techniques and collaborative efforts are required. Offices are located throughout California. Travel is required at least 50% of the time, often with extensive driving in rural and suburban areas throughout the year.. Fingerprint clearance is required.