

COVENANT

CARE ADOPTIONS

Job Description

Position

Client Counselor- 24 hours/week

Supervisor

Director or Assistant Director

Major Responsibilities

1. Work with Expectant Clients (primary duty)

- Provide counseling to clients about their parenting options.
- Assist clients in creating their adoption plan within the boundaries of what Covenant Care offers.
- Complete pre-adoption paperwork in a thorough and clear manner.
- Answer phone calls and emails in a timely manner.
- Provide or arrange transportation for clients to appointments related to pregnancy when necessary.
- Investigate possible birth father(s) and communicate with them.
- Execute, complete, and manage legal paperwork.
- Facilitate disbursement of reasonable living expenses upon approval of the supervisor.
- Maintain knowledge and understanding of Georgia adoption law and educate others regarding rights of birth parents.
- Notify Supervisor when a DFCS report will be made in compliance with mandatory reporting laws for Georgia.
- Advocate on behalf of clients with other service providers.
- Write the background study and child study (timing of each will be contingent upon the possibility of a pre-birth meeting). This should be done in a thorough manner, as this may be the only communication the child may receive from their birth parent/s.
- Coordinate with adoptive family counselors about family profiles to show a client.
- Staff the status of cases, circumstances, and requests of clients with supervisor on a regular basis.
- Jointly staff cases with the adoptions counselor for the chosen couple and your supervisor prior to a couple being notified of being chosen.
- Client counselor may serve as the support person for the expectant client in hospital (i.e. You may be in c-section, delivery room, mediating with family members and hospital staff.).

2. Interim Care Period

- Facilitate discharge from hospital.
- Complete CCS paperwork for baby's release from hospital.
- Communicate with the birth mother and other staff during the revocation period.
- Arrange placement in an interim home if direct placement is not occurring.

- Transport the child to interim care and to placement in Macon.
- Complete interim care forms and maintain records until sent to Macon.
- Communicate with interim care home provider and advocate as necessary.

3. Post-Placement Casework

- Counsel and support clients after delivery and placement.
- Offer counseling and support to other post-placement clients in your region.
- Complete birth mother files within 30 days of placement and maintain them until the adoption is finalized.
- Document ongoing contact on each birth mother's electronic file.
- Facilitate birth mother/adoptive parent meetings for semi-open adoptions alongside adoptive family counselors.
- Participate in retreat planning and the event.

4. Public Relations (Adoption Education and Caseload Development)

- Choose Life training: Facilitate and lead training sessions for pregnancy centers in a manner that meets the CLT criteria.
- Pregnancy resource centers and maternity homes: Provide adoption training for staff; speak with referred clients who are interested in adoption and build relationships.
- Hospitals: Build relationships and follow up with social workers, ensuring that they know Covenant Care is an option for patients in their care.
- Network with other service providers who could potentially refer a client and/or provide a service our clients could need (e.g. OBGYNs, health department, DFCS, social workers, schools, colleges, domestic violence shelters, etc.).
- Churches: Help connect them to CCS ministry and opportunities for them to meet the needs of clients in your area.

5. Other Duties

- Be present and participate in the following state-wide staff events:
 - State staff meetings occur in Macon and/or online six times a year
 - Annual fundraising benefit in Macon (typically in the fall)
 - Birth mother retreat (typically in the fall)
 - Occasional others, such as a Spring event for birth mothers (typically around Mother's Day)
- Attend an adoptive family training your first year of employment.
- Resolve disputes in a biblical manner with your coworkers.
- Assist coworkers with a teamwork attitude when you are able (e.g. helping with transportation, being a notary or witness, covering additional territory while a coworker is off, etc.).
- Complete 15 training hours between July 1st and June 30th of each year. Provide documentation to the staff.
- Become a notary.
- Other duties as assigned

Qualifications

1. Bachelor's Degree required, preferably in Social Work, but other human service fields will be considered
2. Adoption experience recommended
3. Must be in agreement with the CCS Statement of Faith and ProLife Statement

This is a very unique position. You are working for a gospel-centered ministry that seeks to honor the Lord in how we serve. You are a counselor, friend, professional, team player, public speaker, advocate, educator, etc. You will recognize the importance of speaking the truth in love and truly loving the woman, not just her baby. You are a piece of the puzzle in your area as part of the greater whole that is a statewide ministry. You are expected to be a positive, public face of the ministry in your area and may be interviewed or asked to speak on behalf of the ministry. This is not a typical job, and it requires availability at unique times, yet also offers flexibility that many jobs do not.

Religious Criteria

Each of our employees and volunteers is a visible face of Covenant Care Services to the community. As such, it is critical that each employee and each volunteer leader is in agreement with our beliefs and values, including our Statement of Faith, and that he/she lives in accordance with these beliefs. We believe that every employee and volunteer who serves in a regular or public capacity has the potential to engage in Christ's ministry on this earth and may have opportunities to share the gospel to others through their involvement with Covenant Care.

In serving your clients you will not only be providing a social service, but also ministering to your clients with the hope of the Gospel. As clients permit, you will share with them what Covenant Care Services believes about God and about Jesus Christ, including the hope that is offered to them in the gospel. When appropriate, you will pray with and for your clients and explain to them various teachings of the Bible. For clients who are interested in understanding the Christian faith in a deeper way, you will connect them with a local, Christian church that shares the beliefs and values of Covenant Care Services.

All of this furthers the vision of Covenant Care Services, which is to provide "quality, gospel-driven adoption services to women experiencing an unplanned pregnancy."

Employee

Date