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| Job Title | Social Worker |
| Employer/ Agency | Circle Surrogacy |
| Job Description | <p><u>GENERAL SUMMARY</u></p> <p>The Social Worker position combines clinical assessment skills and supportive counseling to surrogates in a fast-paced business environment. Social workers at Circle are involved in the gestational carrier process before a surrogate is matched with intended parents and post-match as the surrogate moves forward in her surrogacy journey. This provides our social workers with a unique opportunity to engage in both short-term work through the assessment phase and long-term work supporting carriers throughout their journeys that can last one to two years. The social worker role is critical to the company's business operations and vital to Circle's superior customer service and support to our clients. This role is a good fit for social workers who are looking for opportunities to extend beyond a traditional social work environment. In an effort to connect with our surrogate population this specific position will include a combination of some days during the regular work week and weekend days.</p> <p><u>ESSENTIAL JOB FUNCTIONS*</u></p> <ul style="list-style-type: none">➤ Review surrogate profiles to prepare for screening➤ Coordinate and conduct video/phone psychosocial assessments with surrogate applicants➤ Produce ~20 page assessments per applicant to be used in matching process with intended parents and documentation purposes for IVF process➤ Provide supportive counseling to assigned surrogates throughout their journey with the agency➤ Work with matching team to coordinate surrogate matching process with intended parents➤ Collaborate and coordinate across Circle's interdisciplinary teams and with our partners to facilitate the smoothest possible experience for our clients➤ Document important data related to journey in agency database and provide weekly/monthly/annual reports as requested➤ Act as a contributing team player to the Social Work team <p><u>OTHER DUTIES AND RESPONSIBILITIES</u></p> <ul style="list-style-type: none">➤ Other duties as assigned. |

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| Qualifications | <p><u>PREPARATION, KNOWLEDGE, SKILLS & ABILITIES</u></p> <ul style="list-style-type: none"> ➤ Master’s degree in social work from an accredited institution ➤ Successful completion of ASWB Master level examination ➤ Master’s level licensure in good standing ➤ Experience conducting psychosocial assessments ➤ Work experience in adoption is preferred ➤ Strong oral and written communication skills and ability to maintain calm demeanor during stressful situations ➤ High attention to detail and ability to multitask/prioritize ➤ Critical thinking and problem-solving capability ➤ Ability to work in a fast-paced environment with time-sensitive work deadlines <p>Team player; comfortable working in an interdisciplinary environment</p> |
| Salary/Hours | 40 hours per week. |
| Address | 200 High Street |
| City, State, Zip | Boston, MA, 02110 Please note, this position is fully remote although we have a physical location in Massachusetts. |
| Contact Person | Solveig Gramann |
| Contact Title | Director of Surrogate Services |
| Telephone Number | 857-299-7924 |
| Email Address | sgramann@circlesurrogacy.com |
| Application Method | Email. Please submit cover letter and resume to sgramann@circlesurrogacy.com |
| Opening Date | Immediately |

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