

Job Title	Social Worker, Post Adoption
Employer/ Agency	Catholic Charities of the Archdiocese of Galveston-Houston
Job Description	<ul style="list-style-type: none"> • Providing direct client service delivery, assessments, individual counseling, search and reunion services, court referrals, birth family histories, family connections, family visits, and intermediary services. • Managing case files in the agency database and determining next steps for each client. • Submission of monthly PIR's, monthly hours report, reimbursements, and other administrative duties. • Maintaining adoption records and the transfer of records to the DocuWare system. • Collaborating with supervisor in the development of the annual operating budget and work plan, securing accurate service statistics and keeping supervisor apprised of service issues, trends, and complications. • Participating in staff meetings and continuing education trainings and CEU's. • Perform other duties as assigned
Qualifications	<ul style="list-style-type: none"> • Bachelor's Degree in social work from an institution accredited by the Council on Social Work Education • Licensed Baccalaureate Social Worker (LBSW) in the State of Texas • Two (2) years of experience in case management <p>SKILLS REQUIREMENTS</p> <ul style="list-style-type: none"> • Demonstrated knowledge of social work principles and ethics. • Extensive clinical knowledge in child development, grief and loss issues, attachment and bonding, family dynamics, adoption, and post adoption issues. • Ability to work under pressure and manage multiple deadlines concurrently. • Must be able to work on a flexible schedule as needed to meet work, program, and project deadlines. • Knowledge and experience with Word and Excel spreadsheet and word processing programs. • Strong verbal and written communication skills. Demonstrated success in dealing with a variety of people, clients, and volunteers. • Ability to handle and maintain confidential information. • Knowledge of MS Office Suite (Word, Excel, Access)
Salary/Hours	Part-Time
Contact Person	Camila Gonzalez
Telephone Number	713-874-6728
Email Address	hrrecruiting@catholiccharities.org
Application Method	Online at www.catholiccharities.org
Opening Date	Immediately

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