

Pittsburgh Area Social Worker Job Summary

The following is a summary of the job duties

Requirements

1. BSW or equivalent required.
2. Experience with adoption or child welfare
3. Ability to work on weekends and at night, as required
4. Must have transportation and valid driver license.
5. Must have computer with knowledge of Microsoft programs.

Social Work Duties for Pregnant Women

1. Provide counseling and support for pregnant women considering adoption
2. Give pregnant women their options including adoption
3. Share responsibility of being available on weekend or evenings for an emergency adoption placement
4. Accompany women to appointments and counsel with their family, if required
5. Assist pregnant woman make an adoption plan and select a family
6. Work with social worker whose family is selected
7. Arrange meetings between the two parties
8. Obtain all medical records and background information on pregnant woman and her partner
9. Help both parties formulate an open adoption plan
10. Assist birth parent(s) in meeting with the attorney for counseling and taking of consents.
11. Attend court hearing, if needed.

Duties with Adoptive Parents

1. Conduct and write home study reports
2. Conduct individual educational classes for prospective adoptive parents, if needed
3. Cooperatively conduct pre-placement meetings between birth and adoptive parents
4. Coordinate placement and discharge of baby from the hospital
5. Prepare documents for placement
6. Follow up with a supervisory visits with family after placement and prepare a report of the visits
7. Assist with agreement with birth parents post-adoption finalization

Additional Duties

1. Outreach to clinics, hospitals, etc.