

You will have knowledge of:

- human growth and development and the impact of influencing factors;
- indicators of child abuse and neglect;
- multi-cultural beliefs, values and perspectives with particular emphasis on First Nations and Métis;
- principles and practices of social work; and
- a range of theories and intervention strategies.

The Department of Community Resources and Employment is committed to workplace diversity and encourages applications from qualified persons of aboriginal ancestry; persons with disabilities; members of visible minorities; and women seeking management or non-traditional roles.

Careers

Adoption Worker

Adoption workers require a Bachelor of Social Work, Bachelor of Indian Social Work, or an alternate bachelor level social work degree from an accredited university, as approved by the CASW/CASSW.

Adoption services are provided under the authority of *The Adoption Act*. The primary goals of the adoption program of the Department of Community Resources and Employment (DCRE) are to:

- facilitate the adoptions of children with special needs through accelerated placement and assisted adoption;
- regulate international adoptions in accordance with *The Hague Convention*;
- monitor adoption applications under *The Adoption Act* to ensure the best interests of the children and the rights of all parties to adoption are taken into account; and
- maintain an adequate number of approved adoptive families for children who are voluntarily committed or become permanent wards of the Minister of Community Resources and Employment for the purpose of adoption placement.



The Job

Your job responsibilities include:

- interviewing, counselling, and preparing prospective adoptive parents for domestic or intercountry adoption placements;
- conducting family assessments and completing adoption study reports;
- facilitating adoption placements;
- facilitating meetings between birth parents and adoptive parents;
- completing legal documents for adoption finalization;
- offering post-adoption placement support;
- preparing adoption progress reports;
- providing non-identifying background information and/or search and contact services adoptees, adoptive parents, birth parents and former wards;
- responding to general inquiries about adoption and providing education and training to prospective applicants; and
- delivering group information sessions to adoptive applicants.

The Person

You will have the demonstrated ability to:

- plan and conduct interviews with individuals who may display a broad range of emotions to gather and evaluate relevant information, assess risk factors, family dynamics and the need for services;
- apply the family-centered case management model when assessing, developing, implementing, evaluating and adjusting case plans in collaboration with the client and others to establish goals and meet diverse client and family needs;
- work independently, interdependently and participate as a contributing member of a variety of teams within the workplace, community and other government departments/agencies;

- independently plan and balance diverse and conflicting workload pressures, in a timely manner accomplishing program goals while meeting client needs;
- develop and maintain open and honest work relationships with a challenging and diverse range of individuals, interest groups and related service providers;
- develop, deliver, and facilitate clear and concise information sessions and educational modules using language appropriate to the audience;
- organize, present and record information in a clear, concise, complete, accurate, and timely manner which allows others to understand the reasons for a decision, recommendations or the need for further action;
- access, retrieve, input and process information using various electronic systems in an accurate and timely manner;
- operate a vehicle independently in both rural and urban communities; and
- recognize symptoms of stress and take steps to minimize their impact on job performance, well-being and safety of self and others.

Adoption Workers are:

- individuals who value diversity in order to be effective when interacting with people from all cultures, religious, sexual orientation, age groups, gender and socio-economic backgrounds;
- confident and positive in order to support, motivate and encourage others to make positive choices;
- focused on service to clients, families and communities by being diligent, task-oriented, reliable and goal-oriented in order to effectively meet needs in a timely manner;
- team players; and
- energetic, creative, and flexible.