

# CHILDREN'S AID SOCIETY OF ALABAMA

Mission Statement: Changing lives, building families, strengthening communities.

## Job Description: APAC Family Advocate

Employee name: \_\_\_\_\_ ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Reports to: APAC Team Leader

Supervises: Number of direct reports \_\_

Exempt  Full Time

Date of Hire: \_\_\_\_\_

Nonexempt  Part Time

Length of time in current position: \_\_\_\_ months \_\_\_\_ years

Select one of the following:  New Hire/New Position  6 Month Performance Review  Annual Performance Review

### Job Requirements

**Summary:** This position is responsible for supporting the Team Leader and assisting in providing all regional APAC services.

**Minimum Education:** Master's Degree in Social Work, LMSW preferred.

**Minimum Work Experience:** More than 3 years in casework or clinical work with adoptive/foster families.

**Required Licenses/Certifications:** LMSW or LICSW license/eligible. Valid Alabama driver license and auto insurance minimum liability 100/300.

**Required Skills, Knowledge, and Abilities:** Good communication and problem solving skills. Computer proficiency. Ability to respond calmly and non-judgmentally to others, including persons in crisis. Ability to work with a team while evidencing ability to think critically; plan and carry independent work when directed by a Regional Team Leader. Ability to demonstrate cultural and socioeconomic proficiency. Understanding of trauma informed care.

**Required Internal Certification/Trainings:** Bi-annual TB skin test/medical report

**List any physical requirements:** Travel, some overnight. Ability to lift 20 lb.

### Essential Functions of Position

1. Attends and actively participates in Camp APAC, the annual Permanency Conference, Trained Therapist Network workshop, and other selected special events as needed; attends and participates in all regional staff meetings, quarterly APAC All Staff meetings, and CAS Annual All Staff Meeting.
2. Supports maintaining all databases; documents information regarding clients and services delivered by completing intake form/packet and entering select APAC services into ETO case management database; maintains written/digital records of other client contacts and reports all client interaction and other relevant contacts to the Team Leader; prepares other reports and paperwork in a timely manner.
3. Coordinates Parent and Children's Support Groups in response to client needs in assigned regional area; obtains meeting locations and AFG staff to include recruiting, interviewing, and assisting independent contractors through contractor onboarding; attends/monitors groups quarterly or at the direction of the Team Leader; supports the development and implementation of social and educational activities for adoptive families.
4. Maintains an active caseload of adoptive families who have attended APAC TIPS Training and have an approved home study. This includes, connecting adoptive families to all APAC Post Services, encouraging ongoing educational opportunities to build parenting skills, educating and supporting families through the child inquiry process (including the review of non-identifying background summaries to help them better understand children's needs before moving forward to potential match), maintaining contact with families during critical initial transition of child into the home, and offering ongoing support until adoption finalization which includes connecting and referring families to appropriate resources and services as needed.
5. Conducts trainings (and develops or helps to develop them as needed) on adoption related topics through live presentations or pre-recorded webinars to meet the needs of families and professionals requesting training.
6. Develops and maintains relationships with DHR directors and social workers to facilitate referrals and to solicit feedback regarding quality of service; supports the development of regional contacts to identify resources and activities appropriate for adoptive families.
7. Participates in developing themes and content, writing articles, and distributing quarterly statewide newsletters and other regional mailings, providing editorial review prior to submissions.
8. Supports the provision of all regional services as planned with the Team Leader; contributes in establishing regional goals and action steps; maintains current weekly Outlook calendar for activities and plans for sharing with all APAC staff; communicates regularly with Team Leader for consultation and to inform of activities and needs.
9. Supports the provision of regional Pre-Adoption services, providing outreach, recruitment, TIPS/DT training, and home studies as needed and fits within the demand of the region and individual client caseload.

10. Responds to callers in a warm, efficient, effective, and timely manner; responds timely to all referrals from the help line, DHR, and other sources in identifying needs, serving clients, and documenting results. Supports library outreach and access to the APAC resource library.
11. Participates actively in the agency PQI process and serves on agency committees as nominated.

---

Employee Signature

---

Supervisor Signature

---

Date