



## **Métis Family Services**

**#312-7485 130 Street  
Surrey, BC V3W 1H8**

**Telephone: (604) 584-6621**

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<b>Job Title</b>	<b>Adoptions Social Worker – Full-Time/Temporary (18 months)</b>		
<b>Department</b>	<b>Adoptions</b>		
<b>Classification</b>	<b>Delegated SPO 24 Working Step, Grid Level 24 SPO Growth, grid 20 – Grid 23</b>		
<b>Reports To</b>	<b>Adoptions Team Leader</b>		
<b>Date Prepared</b>	<b>November 1, 2022</b>	<b>Closing Date</b>	<b>Until Vacancy Filled</b>

### **Job Summary:**

The Adoptions Worker is responsible for maintaining collaborative relationships with the Ministry of Child and Family Development and other Delegated Aboriginal Agencies in relation to providing adoption services for Métis children, adoptive parents, and birth parents. The goal of this service is to provide the most culturally appropriate solution available to meet the permanency needs of children in care of the Director. The role of this position is under the direction of the Adoptions Team Leader, Director of Programs & Practice and/or Executive Director.

**Reports to:** Adoptions Team Leader and the Director of Programs & Practice

### **Key Duties and Responsibilities:**

The Adoptions Worker will provide all relevant adoption services in accordance with Legislation, Policies and Practice Standards. The Adoptions Worker will be an effective communicator providing services in a collaborative approach and will establish vital working relationships with agency staff, the community and other stakeholders. The Adoptions Worker will practice and deliver services that ensure the fundamental importance of permanency and belonging to the overall well-being and development of every child and youth is maintained. The Adoptions Worker will have a solid understanding of trauma and its effects on children and adults. Additionally, the Adoptions Worker will:

- Prepare children for adoption by preparing birth, family and social and health history reports as required.
- Attend to the emotional needs of children placed in adoptive homes related to separation and loss.
- Prepare documentation related to adoption planning such as reviewing prospective homes, prepare placement/visitation schedules, and prepare exception and exemption reports and court documentation.
- Complete adoption homes studies by assessing adoptive families, completing and writing a SAFE home study and educate the family about the procedures of adoption.
- Conduct recruitment of adoption homes by liaising with adoption groups and agencies, communicate with community groups and the media and liaise with Indigenous agencies and communities.
- If required, may conduct birth parent planning by exploring options available to birth parents, providing alternatives, preparing documentation related to relinquishment and adoption placement and provides support throughout the process.
- Conduct adoption placement activities by organizing pre-placement visits, oversees the home after placement and prepares documentation.

- Provide adoption education and training to community agencies.
- Prepare post adoption assistance contracts and monitors the renewal of contracts.
- Plan events, gathering and training opportunities for adoptive families.
- Collaborate with guardianship workers in ensuring that cultural safety agreements are in place that include connection to the birth family and the birth family's community.
- Prepare openness agreements that promote connection with the family.
- Perform other duties as required.

### **Job Requirements**

- Bachelors or Master's Degree in Social Work or Child and Youth Care, or Masters of Educational Counselling or Masters of Clinical Psychology, or equivalent.
- Experience working with and planning for children and youth in care.
- Two (2) years recent (within the last 5 years) experience working in adoption, guardianship or child welfare and directly responsible for the planning (i.e. working/applying the Adoption Act, Child Family Act, etc.) for children and youth in care.
- May be required to work evenings/weekends.
- Required to use own vehicle. Valid Class 5 Driver's License, Driver's Abstract and a reliable and safe vehicle.
- Subject to a positive reference check.
- Successful completion of security screening requirements of the BC Public Service, which includes a criminal records check, and/or Criminal Records Review Act (CRRRA) check, police record checks and/or enhanced security screening.
- Carrying out special projects as required by the Adoptions Team Leader, Director of Programs & Practice and/or Executive Director.

### **Job Skills and abilities:**

- Excellent understanding and knowledge of Métis/Indigenous cultures, traditions, and socio-economic issues affecting urban indigenous families.
- Excellent oral, written, facilitation, interpersonal and communication skills
- Excellent organizational and time management skills
- Ability to work effectively with agency staff, volunteers and professionals from community agencies and partner organizations.
- Knowledge of child development milestones.

### **Additional Information:**

- This position requires the ability to function independently while managing multiple projects and deadlines including effectively managing emergency situations. Program delivery activities may require a moderate level of physical fitness to effectively carry out duties of the position.
- Must be eligible to obtain appropriate Provincial Delegation and consideration will be given to those who already hold C4 Guardianship delegation and Adoption delegation.

### **Core Competencies:**

Results Driven, Teamwork and Co-operation skills, Service Orientation skills, Indigenous Cultural Competency, Seeking and Using Feedback Decisive Insight Reflective Practice, Responsive Learning, Information Seeking, Planning, Organizing and Coordinating

**Rate of pay:** SPO24: \$36.4451 to \$41.5520 per hour (with Provincial Delegation)  
SPO Growth Progression: \$32.4646 to \$35.3912 per hour (during Delegation Training)

**Start date:** As soon as possible

Please clearly state the position you are applying for and forward your resume & cover letter to [HR@metisfamilyservices.ca](mailto:HR@metisfamilyservices.ca)

***This position requires Union Membership.***

Metis Family Services thanks all applicants for their interest in this career opportunity; however, only those considered for the position will be contacted. No telephone inquiries please.