

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Adoptions Social Worker

Job Code: 8541

Pay Grade: 45

FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Performs in-depth interviews of persons seeking to qualify to adopt a child/children in Pima County by preparing complete reports for the court including recommendations regarding applicants' suitability to adopt. Completes forms and performs duties under the guidance and direction of the Adoptions Examiner.

ESSENTIAL FUNCTIONS:

- Performs case investigations that include interviewing of clients and relevant parties as assigned by Adoption Examiner.
- Prepares written reports that contain standard information for adoption proceedings and all relevant information the judge should consider to finalize judicial decisions on adoptions. All reports submitted must be within statutory time limits.
- Coordinates the attendance at case hearings for the appropriate parties. Presents case information and recommendations to the judge for each case managed.
- Conducts home visits, follow-up contacts, and other related activities as necessary to manage each case through the adoption process.
- Performs necessary interventions, such as arranging family counseling, to ensure the stability of a case within the adoption process regulations and requirements.
- Prepares final written recommendations on each case, many under the guidance and direction of the Adoption Examiner, for the judge to examine and make adoption decisions and/or conditions for adoptions.

ADDITIONAL RESPONSIBILITIES/DUTIES:

- Maintains an up-to-date status for each case file and generates a regular status report for the Adoption Examiner.
- May attend seminars or educational forums to stay current with changes to adoption laws and procedures.
- Performs other related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of laws, codes, and standards applicable to child adoptions and guardianships.

- Must have knowledge of conducting interviews, investigations, and documenting evaluations.
- Must have knowledge and skills in the operation of a desktop computer and Microsoft Office software, such as Outlook, Word, and Excel.
- Must have strong writing skills, including skill in the use of business English, grammar, punctuation, and spelling.
- Must have the ability to work in a team environment or individually.
- Must have the ability to communicate effectively with coworkers, clients, attorneys, community agency representatives, judges, the general public, and a diversity of people as necessary to work on each adoption case.

MINIMUM REQUIREMENTS:

A Bachelor's degree from an accredited college or university with a major in a behavioral/social science or a related field and three years of work experience with child welfare programs, social services, or other case management positions. Work experience may include experience in juvenile probation, Child Protective Services (CPS), or a community social service agency. OR any equivalent combination of experience, training, and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver's License at the time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs the majority of duties in an office environment with lifting up to 20 pounds. The position requires fieldwork, driving to neighborhoods to visit, interview, and communicate with clients.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Division Director of Children and Family Services. The incumbent performs duties under general supervision and has no supervisory responsibilities.

Date: 09/05/07
Revised: 10/26/07, 04/10/09