

# GLADNEY CENTER *for* ADOPTION

## VOLUNTEER JOB DESCRIPTION

VOLUNTEER ASSIGNMENT TITLE: Birth Parent Services Intern

SUPERVISOR: Kristin Porter

DEPARTMENT: Birth Parent Services

**VOLUNTEER SERVICE SPECIFICATIONS:**

General overview and duties assigned: To provide support to the birth Parent Services Program and other staff as needed through a variety of methods.

PRIMARY DUTIES & RESPONSIBILITIES	PERFORMANCE SPECIFICATIONS
Understand the role of the social worker within the agency	<ul style="list-style-type: none"> <li>• Read and adhere to agency policy and procedures.</li> <li>• Accept and use supervision for professional growth.</li> <li>• Adhere to NASW and State Board of Social Work Examiners Code of Ethics.</li> <li>• Keep personal and professional issues separate.</li> </ul>
Program Support	<ul style="list-style-type: none"> <li>• Assist caseworkers in all aspects of Birth Parent Services program</li> <li>• Assist with client needs as needed</li> <li>• Input client notes and social histories</li> <li>• File maintenance</li> <li>• Assist in identifying and implementing ways to improve program function</li> </ul>
Client Assessment	<ul style="list-style-type: none"> <li>• Shadow Birth Parent Services Counselors for case management, eventually taking over certain aspects of the case.</li> <li>• Shadow caseworkers for Home Studies and Post Placement Supervisory Visits</li> </ul>
Trainings	<ul style="list-style-type: none"> <li>• Attend meetings, trainings, and conference calls as available</li> <li>• Assist with and sit in on domestic orientation</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• Establish and maintain working relationships with clients and colleagues</li> <li>• Communicate openly with supervisors</li> </ul>

PRIMARY DUTIES & RESPONSIBILITIES	PERFORMANCE SPECIFICATIONS
	<ul style="list-style-type: none"> <li>Gather information about each program at Gladney from staff members in those programs</li> </ul>

**SPECIAL QUALIFICATIONS**

Must be flexible, easily adaptable to changes in routines and assignments. Must have a flexible schedule. Must be able to assess and connect with clients. Must be able to establish good working relationship with staff members. Must be able to maintain absolute confidentiality. Must be self-motivated and capable of time management.

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Volunteer Name

\_\_\_\_\_  
Date

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Supervisor

\_\_\_\_\_  
Date

# GLADNEY CENTER *for* ADOPTION

## VOLUNTEER JOB DESCRIPTION

VOLUNTEER ASSIGNMENT TITLE: Domestic Adoptive Parent Intern

SUPERVISOR: Ashley Whiteside

DEPARTMENT: Domestic

**VOLUNTEER SERVICE SPECIFICATIONS:**

General overview and duties assigned: To provide support to the Domestic team as needed through a variety of methods.

PRIMARY DUTIES & RESPONSIBILITIES	PERFORMANCE SPECIFICATIONS
Program Support	<ul style="list-style-type: none"> <li>• Type home studies and post placement reports</li> <li>• Assist in calling families for profile opportunities or other communication</li> <li>• File Maintenance</li> </ul>
Family Assessment	<ul style="list-style-type: none"> <li>• Shadow Domestic caseworkers for home studies and Post Placement Visits</li> <li>• Complete Home Studies and Post Placement Studies</li> </ul>
Trainings	<ul style="list-style-type: none"> <li>• Attend meetings, trainings, and conference calls as available</li> <li>• Attend Domestic Adoptive Parent Orientation</li> <li>• Attend finalization as available</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• Establish and maintain working relationships with clients and staff</li> <li>• Communicate openly with supervisor</li> <li>• Learn about Gladney's other departments and services</li> </ul>

**SPECIAL QUALIFICATIONS:**

Must be flexible, easily adaptable to changes in routines and assignments. Must be able to establish good working relationship with staff members. Must be able to maintain absolute confidentiality. Must be deadline oriented and able to establish priorities. Must be self-motivated and capable of time management.

# GLADNEY CENTER *for* ADOPTION

## INTERN JOB DESCRIPTION

VOLUNTEER ASSIGNMENT TITLE: RESIDENTIAL DORM INTERN

SUPERVISOR: Dorm Management or Designee

DEPARTMENT: Birth Parent Services #01

October 29, 2013

**VOLUNTEER SERVICE SPECIFICATIONS:**

Assist in providing a comfortable, harmonious climate, for day to day living while being a positive role model for clients. Learn the importance and different methods for ensuring a safe environment and facility. Project a positive attitude and be available to all clients.

PRIMARY DUTIES & RESPONSIBILITIES	PERFORMANCE SPECIFICATIONS
<p><b>Knowledge</b> 1. Understand the role of a social worker appropriate to the agency</p>	<ul style="list-style-type: none"> <li>• Read and adhere to agency policy and procedure to the agency.</li> <li>• Accept and use supervision for professional growth.</li> <li>• Adhere to NASW and State Board of Social Work Examiners Code of Ethics.</li> <li>• Keep personal and professional issues separate.</li> </ul>
<p><b>Residential Staff Role</b> 2. Understand the role of residential staff</p>	<ul style="list-style-type: none"> <li>• Understand the roles of residential staff.</li> <li>• Assist in creating and maintaining resident's files.</li> <li>• Assist in maintaining and distributing medical records from clinic.</li> <li>• Assist in tours and providing information of the residential program as necessary for prospective clients.</li> <li>• Review daily shift notes from other staff prior to start of shift and complete any daily shift notes as needed throughout shift.</li> </ul>
<p><b>Clients' Needs</b> 3. Understanding how to be aware and responsive to clients/residents needs</p>	<ul style="list-style-type: none"> <li>• Assist new client admits and in the orientation process.</li> <li>• Assist and encourage residents in attending</li> </ul>

PRIMARY DUTIES & RESPONSIBILITIES	PERFORMANCE SPECIFICATIONS
	<p>required meetings, education opportunities and activities.</p> <ul style="list-style-type: none"> <li>• Assure residents follow procedure when leaving campus.</li> <li>• Assist in discharge of residents.</li> <li>• Assist in supervising residents with nursery visits.</li> <li>• Assist in implementation of instructions from doctor.</li> <li>• Develop ability to build relationships with clients from different socioeconomically backgrounds, through positive interaction with client.</li> <li>• Encourage healthy living through physical activity education and exercise classes that are provided.</li> <li>• Involve and empower clients through positive activities.</li> </ul>
<p><b>Fiscal/ Event Planning</b>  4. Gaining understanding of event planning within budget guidelines.</p>	<ul style="list-style-type: none"> <li>• Assist with planning of monthly activities and meals.</li> <li>• Encourage client participation in activities and meal planning.</li> <li>• Assist with spur of the moment activities/projects which can be developed around situations such as altering plans to better suit the needs of the group.</li> <li>• Assist in health management when planning, preparing, shopping and cooking meals.</li> </ul>

### I. SPECIAL QUALIFICATIONS

Must be flexible, easily adaptable to changes in routines and assignments. Must be able to establish good working relationship with staff members. Must be able to maintain absolute confidentiality. Must be deadline oriented and able to establish priorities. Must be self-motivated and capable of time management.

### II. EDUCATION

High School diploma and currently enrolled in a Human Services Degree Plan.

### III. SKILLS

Typing speed 40 WPM

Windows knowledge

Database functions

Excellent customer service

Organized and detailed-oriented

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Volunteer Name \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor Name \_\_\_\_\_ Date \_\_\_\_\_

# GLADNEY CENTER *for* ADOPTION

## VOLUNTEER JOB DESCRIPTION

VOLUNTEER ASSIGNMENT TITLE: Family Services Intern

SUPERVISOR: Monique Lee

DEPARTMENT: Family Services

**VOLUNTEER SERVICE SPECIFICATIONS:**

General overview and duties assigned: To provide support to the Family Services program and other staff in International and Family Services programs as needed through a variety of methods.

PRIMARY DUTIES & RESPONSIBILITIES	PERFORMANCE SPECIFICATIONS
Program Support	<ul style="list-style-type: none"> <li>• Review Post Placement Reports for content and compliance with country requirements</li> <li>• Process Post Placement Reports per each country's guidelines</li> <li>• Triage calls from families</li> <li>• Assist with Pathways Trainings</li> <li>• File maintenance</li> <li>• Assist in identifying and implementing ways to improve program function</li> </ul>
Family Assessment	<ul style="list-style-type: none"> <li>• Shadow Family Services counselors for Home Studies and Post Placement Supervisory Visits</li> <li>• Complete Post Placement Supervisory Visits and reports</li> <li>• Provide initial counseling to families and children</li> </ul>
Trainings	<ul style="list-style-type: none"> <li>• Attend meetings, trainings, and conference calls as available</li> <li>• Assist with and sit in on domestic orientation</li> <li>• Attend Pathways training</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• Establish and maintain working relationships with clients and colleagues</li> <li>• Communicate openly with supervisors</li> <li>• Gather information about each program at Gladney from staff members in those programs</li> </ul>

# GLADNEY CENTER *for* ADOPTION

## VOLUNTEER JOB DESCRIPTION

VOLUNTEER ASSIGNMENT TITLE: International Intern

SUPERVISOR: Lindsay Miller

DEPARTMENT: International

**VOLUNTEER SERVICE SPECIFICATIONS:**

General overview and duties assigned: To provide support to the International program and other staff in International and Family Services programs as needed through a variety of methods.

PRIMARY DUTIES & RESPONSIBILITIES	PERFORMANCE SPECIFICATIONS
Program Support	<ul style="list-style-type: none"> <li>• Assist caseworkers in aspects of International Programs</li> <li>• Advocate for Waiting Children as Needed</li> <li>• Assist with Pathways Trainings as needed</li> <li>• File maintenance</li> <li>• Assist in identifying and implementing ways to improve program function</li> </ul>
Family Assessment	<ul style="list-style-type: none"> <li>• Shadow Family Services counselors for Home Studies and Post Placement Supervisory Visits</li> </ul>
Trainings	<ul style="list-style-type: none"> <li>• Attend meetings, trainings, and conference calls as available</li> <li>• Assist with and sit in on domestic orientation</li> <li>• Attend Pathways training</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• Establish and maintain working relationships with clients and colleagues</li> <li>• Communicate openly with supervisors</li> <li>• Gather information about each program at Gladney from staff members in those programs</li> </ul>

**SPECIAL QUALIFICATIONS**

Must be flexible, easily adaptable to changes in routines and assignments. Must be able to establish good working relationship with staff members. Must be able to maintain absolute confidentiality. Must be deadline oriented and able to establish priorities. Must be self-motivated and capable of time management.



## Job Description

Title: Transitional Care/New Beginnings Intern

Department: Transitional Care/New Beginnings Department

Volunteer Position

Requirements: Study in the Human Service field

### Job Summary:

#### Transitional Care

Provide services to Transitional Care parents caring for babies and children awaiting adoptive placement. Provide services to children in the custody of The Gladney Center. Assist Transitional Care Coordinator to gather and organize medical information and schedule medical appointments for children in care. Research medical diagnosis, and request medical records from doctors and hospitals. Follow up on pending medical test results for children in care. Assist in transporting children in care. Be available to Transitional Care families who need assistance with the care of the child.

Update Transitional Care files as needed. Assist in quarterly visits in each Transitional Care home. Assist in the licensing approval of a new Transitional Care family. Attend legal meetings about the children in care. Review and implement The Texas Department of Protective and Family Services Foster Care Licensing Regulations.

#### New Beginnings

Provide services to Adoptive Parents in the New Beginnings Program. Assist in the matching process through email contact, adoption presentations and submitting home studies to the children's workers. Attend adoption match events with CPS workers and children in foster care. Organize home study submittal and follow up with CPS workers on the status of each possible match. Assist typing home studies and post placement reports for the New Beginnings staff. Review and collect required documentation for adoptive parent's file.

Assist and attend the required training for parents before approved for adoption. Attend and participate in a full home study for a family. Attend and participate in an adoptive placement of a child/ren with an adoptive family. Attend and participate in post placement visits with an adoptive family. Attend court with an adoptive family finalizing their adoption. Review and Implement The Texas Department of Protective and Family Services Adoption Approval Regulations.

#### Transitional Care/New Beginnings

Develop and organize referral resources within the community for trainings, medical and therapy services. Develop resources for support groups in different areas of Texas for New Beginning and Transitional Care families. Help organize the program by updating current resource material. Research and present case specific material, as needed. Assist closing files of families no longer in the program.

# GLADNEY CENTER *for* ADOPTION

## VOLUNTEER JOB DESCRIPTION

VOLUNTEER ASSIGNMENT TITLE: Next Steps Intern

SUPERVISOR: Next Steps Coordinator

DEPARTMENT: Birth Parent Services

**VOLUNTEER SERVICE SPECIFICATIONS:**

General overview and duties assigned: To provide support to the Next Steps Coordinator and other staff in Birth Parent & Residential Services as needed through a variety of methods.

PRIMARY DUTIES & RESPONSIBILITIES	PERFORMANCE SPECIFICATIONS
Job Partnership Program	Work with Coordinator to further develop the Job Partnership Program for Next Steps.
	Maintain list of job openings and contacts, as well as work experience and qualifications of birthmothers.
Job searches	Routinely look for available positions for birthmothers seeking employment.
	Support birthmothers in follow up process of job searching.
Research	Research for specific professions, majors, or careers that birthmothers are interested in pursuing.
	Assist coordinator in developing curriculum for specific needs of program.
Communication	Aid in communication with former birthmothers, Next Step graduates, staff, contacts, and donors.
Transportation	Help out with transportation of birthparents when necessary.

# GLADNEY CENTER *for* ADOPTION

## INTERN JOB DESCRIPTION

VOLUNTEER ASSIGNMENT TITLE: New Beginnings and Transitional Care Intern

SUPERVISOR: Tanya Houk

DEPARTMENT: New Beginnings and Transitional Care

**VOLUNTEER SERVICE SPECIFICATIONS:**

General overview and duties assigned: To provide support to the New Beginnings and Transitional Care Programs and other staff as needed through a variety of methods.

PRIMARY DUTIES & RESPONSIBILITIES	PERFORMANCE SPECIFICATIONS
Understand the role of the social worker within the agency	<ul style="list-style-type: none"> <li>• Read and adhere to agency policy and procedures.</li> <li>• Accept and use supervision for professional growth.</li> <li>• Adhere to NASW and State Board of Social Work Examiners Code of Ethics.</li> <li>• Keep personal and professional issues separate.</li> </ul>
Program Support - Transitional Care	<ul style="list-style-type: none"> <li>• Update Transitional Care Files as needed.</li> <li>• Assist in quarterly visits in each Transitional Care home.</li> <li>• Assist in licensing approval of a new Transitional Care family.</li> <li>• Attend legal meetings about children in care.</li> <li>• Review and implement The Texas Department of Protective and Family Services Foster Care Licensing Regulations</li> <li>• Assist Transitional Care Coordinator to gather and organize medical information and request information from doctors and hospitals.</li> </ul>
Program Support – New Beginnings	<ul style="list-style-type: none"> <li>• Assist and attend the required training for parents before approved for adoption</li> <li>• Attend and participate in a full home study for a family.</li> <li>• Attend and participate in an adoptive placement of a child/ren with an adoptive family.</li> </ul>

PRIMARY DUTIES & RESPONSIBILITIES	PERFORMANCE SPECIFICATIONS
	<ul style="list-style-type: none"> <li>• Attend and participate in post placement visits with an adoptive family.</li> <li>• Attend court with an adoptive family finalizing their adoption.</li> <li>• Assist in the matching process through email contact, adoption presentations and submitting home studies to the children's workers.</li> <li>• Assist in typing home studies</li> <li>• Attend adoption match events with CPS workers and children in foster care.</li> <li>• Review and Implement The Texas Department of Protective and Family Services Adoption Approval Regulations.</li> <li>• Develop and organize referral resources within the community for trainings, medical and therapy services.</li> <li>• Help organize the program by updating current resource material.</li> <li>• Assist in closing files of families no longer in the program.</li> </ul>
Trainings	<ul style="list-style-type: none"> <li>• Attend meetings, trainings, and conference calls as available</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• Establish and maintain working relationships with clients and colleagues</li> <li>• Communicate openly with supervisors</li> <li>• Gather information about each program at Gladney from staff members in those programs</li> </ul>

**SPECIAL QUALIFICATIONS**

Must be flexible, easily adaptable to changes in routines and assignments. Must have a flexible schedule. Must be able to assess and connect with clients. Must be able to establish good working relationship with staff members. Must be able to maintain absolute confidentiality. Must be self-motivated and capable of time management.

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Volunteer Name

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Date

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Supervisor

\_\_\_\_\_  
Date