



## Senior Social Worker, Adoption Services (Ref: MCW/240418/SSW\_AS)

**CHANGE YOUR FUTURE AND THE FUTURE FOR CHILDREN IN HONG KONG. JOIN OUR TEAM.**

Our staff are creative, collaborative, and willing to do whatever it takes to get the job done. They embody our core values and believe in our vision and mission. If you enjoy a work environment that is challenging, rewarding and making an impact, we invite you to consider a career with Mother's Choice.

### Position Description

This role provides professional and holistic case management to children and families through Local and Intercountry Adoption and programmatic post-adoption support to support the lifelong journey of adoption.

### Key Responsibilities

#### 1. Discharge of adoption social worker's responsibilities

- Perform interviews with adoption applicants, home studies, parent background checks in local adoption
- Assess local adoption applicants' readiness and suitability and prepare home study report for manager's review
- Support in local matching process
- Participate in the evaluation and supporting local adoptive families in the post-placement process
- Liaise with overseas adoption agencies to perform matching of waiting children and waiting families
- Support adoptive and birth (if applicable/viable) families during the adoption process
- Counsel Adoptive parents
- Work with relevant adoptive parents, birth parents (if applicable and feasible), fostering parents or child care home workers to assess the specific needs of the adopted child and establish with them the respective level of involvement in the adoption transition
- Design and implement programs to train and /or support adoptive families

#### 2. Perform case supervision, coaching and developing other social workers

- Provide case consultation to other social workers and be accountable for the quality of case work
- Lead periodic AS case conference
- Act as coach to new staff

#### 3. Handle accreditation of adoption service

- Carry out the required procedures in relation to accreditation of adoption service of MC, including:
  - Assist the manager to perform annual (calendar year) self-assessment and accreditation renewal and prepare relevant reports to SWD as per their set requirements and deadline
  - Receive SWD representative in the site inspection according to self-assessment report
  - Seeing together with the manager, follow through recommendation (if any) from SWD representative on the site visit
  - Report local and overseas adoption statistics to SWD
  - Assist the manager in the adoption agencies approval application to SWD

#### 4. Process improvement in adoption case working

- Propose the improvement initiatives and make detailed recommendations to the manager
- Follow through the implementation of the endorsed initiatives and ensure necessary training done for concerned social workers

#### 5. Adoption awareness and education

- Organize personal adoption experience and experiences of other adoptive parents to become public communication materials e.g. books, short video clips and blogs etc.
- Participate in out-reach programs of adoption in the community



## 6. Manage projects

- Manage projects discussed with the assigned by manager (refer to Annual Performance Goal setting and Project Progress Report) in the pursuit of best preparing adoptive parents in local adoptive program
- Prepare proposal, monitor progress, implement, and review the assigned projects
- Submit project report to manager

## 7. Perform other related duties as required

### Requirements

- Registered Social Worker under the Social Workers Registration Board of Hong Kong with at least 5 years' experience in social service preferably in working with children and families
- Significant experience in working with children; sensitivity to the needs of children and knowledge in the areas of child development, attachment, and trauma care
- Passion for building families through adoption
- Exceptional inter-personal skills; ability to work across cultures and professions, including working with social workers and professionals working with children and families in Hong Kong and internationally
- Thrives under pressure and works with a sense of urgency
- High level of maturity and discernment
- High degree of self-care
- Positive approach to work; excellent problem-solving and decision-making abilities
- Excellent verbal and written communication skills, particularly in English
- Must share the commitment of Mother's Choice in upholding the safety and protection of children as paramount

### To Apply

Interested candidates should send a cover letter, full resume and expected salary to Assistant Director, Human Resources, Mother's Choice Limited, 10 Borrett Road, Mid-Levels, Hong Kong; email [hr@motherschoice.org](mailto:hr@motherschoice.org); fax 2525 7445

Personal data collected will be used for recruitment purposes only. Applicants who do not hear from us within two months may consider their application unsuccessful. Mother's Choice is committed to diversity and inclusion and is an equal opportunity employer.