

THE CHILDREN'S AUTHORITY OF TRINIDAD AND TOBAGO
JOB DESCRIPTION – CHILDREN'S SERVICES ASSOCIATE – Adoption Unit

Job Title: Children's Services Associate
Department: Adoption Unit
Section: Care, Legal and Regulatory Services
Reports to: Team Lead, Adoption
Direct Reports: NA
Indirect Reports: NA

JOB SUMMARY

The **Children's Services Associate** is responsible for gathering information about the prospective adoptive family that would evaluate their capability and suitability to adopt. The role of the Associate involves conducting interviews with birth parents, prospective parents and children; undertaking home assessments and preparing home study reports to ensure a stable adoptive match. All these services will be delivered in keeping with best practice, while respecting and promoting the rights of the child. The Associate may be required to appear before the Court.

All activities must be geared towards maintaining the highest levels of service to all internal and external stakeholders and clients, and must conform to the guidelines and standards set by the Authority and to all legal, regulatory and statutory requirements.

KEY RESPONSIBILITIES AND DUTIES

- i. Contributes to the overall effectiveness of the Authority by implementing the adoption services framework, structures, systems, policies, programmes and protocols to support the Authority's mandate.
- ii. Provides information on the international and domestic adoption process to interested persons.
- iii. Inform birth parent(s) of their alternative prior to relinquishing children for adoption or consenting to the adoption and determine the readiness and capability of birth parent(s) to relinquish or give consent
- iv. Assesses the physical, social, economic and emotional factors present in prospective adoptive families.
- v. Conducts interviews and home assessments with prospective adopters and other relevant persons.

- vi. Completes adoption home study of prospective adopters.
- vii. Prepares a comprehensive home study report.
- viii. Conducts monthly visits to monitor the babies in care.
- ix. Establishes and maintains cooperative relationships with community, social and medical agencies which provide support services to children and families.
- x. Works collaboratively with other staff within the Adoption Unit and other Departments of the Authority.
- xi. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications and advising on trends in adoption services.
 - i. Supports the development and maintenance of a team environment by performing other related duties.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Social Work
- Two years experience in the social services field would be an asset.
- Working knowledge of social services agencies in Trinidad and Tobago.
- Working knowledge of social problems and cultural norms in Trinidad and Tobago, especially as they relate to children and families.
- Working knowledge of laws relating to the protection of children
- Or equivalent combination of training and experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Confidentiality with respect to information records concerning families and children
- Excellent written and oral communication with the ability to document in a clear and concise manner
- Report writing skills

- Highly organised yet flexible and can handle multiple cases or priorities well with the ability to manage tight deadlines
- Team work skills.
- Analytical and problem solving skills.
- Customer service orientation.
- Demonstrable interest in children, their needs and rights.