

JOB POSTING



Job Title:

ADOPTION SPECIALIST

General Statement of Duties:

Provides adoption related services to assigned children and families.

Location:

Lenawee

Qualifications:

- Required: Bachelor's degree in human services or social work.
- Preferred: Master's degree.
- One year of experience in child welfare.
- CWTI certified or ability to attain certification.
- Must possess a valid Michigan Driver's License and have no more than three moving violations in the last five years on their driving record.
- Must provide own vehicle for conducting Agency business including transporting clients and must provide proof of auto insurance.
- Must have a positive attitude, be a team player and have an understanding of the workings of a non-profit organization as well as the Agency mission.
- Must have excellent customer service skills.
- Must be willing to participate in professional enrichment courses.
- Must be willing to work at all CCJLHC' locations.
- Willing to perform duties in keeping with Catholic social teachings.

Classification:

- Full Time

Hours:

- Must have extremely flexible availability.
- Must be willing and able to work irregular hours including evenings and weekends as required.

**If interested, contact Tracey Ventola at tventola@catholiccharitiesjlhc.org.
EOE.**

Providing Help. Creating Hope.