WACAP (World Association for Children and Parents) is seeking a Social Work Supervisor for Midwest Region to work in our office in Greenfield for up to 15 hours/week to supervise WACAP social workers in Wisconsin. This position provides social service leadership, day-to-day supervision and direction to local WACAP staff, and is responsible for the coordination, professionalism, standardization and efficiency of services through the assigned WACAP states in the Midwest. This position is responsible for ensuring that all adoptive applicants receive optimal services through the WACAP application, pre-placement, and post placement phases of the adoption process.

On going responsibilities include:

1. In cooperation with the Manager for Midwest Region, assign cases and send home study contracts to counselors.
2. Ensure efficient processing of family files including database and communication compliance
3. Along with Manager for Midwest Region, serve as clinical social work consultant to Wisconsin adoption program staff, which includes any difficult case management.
5. Attend bi-monthly adoption coordinators meeting
6. Recruit and retain families for WACAP adoption programs and home study services
7. Serve as the specialist-consultant regarding pre-placement cases and services including but not limited to:
   • Run WI state clearances for prospective adoptive parents;
   • Send supporting homestudy documents to WACAP main office and other placing agencies;
   • Maintain SAFE study training and supervise SAFE study reporting;
   • Submit homestudies to WI State for pre-approval;
   • Provide homestudy services on a case-by-case basis as needed.
8. Serve as the specialist-consultant regarding post-placement/adoption cases and agency post-legal services including, but not limited to:
   • Add child data to state database;
   • Report post placements to PARC;
   • Submit post placement reports to placing agency, ICPC, and families when required;
• Provide post placement/adoption resources to families and/or staff.

9. The Social Work Supervisor will also:
• Maintain knowledge of current child welfare standards, practices and procedures as well as state laws and requirements
• Maintain understanding of all WACAP programs, departments, and the needs of children, and share information with potential families and to the public
• Promote the agency and the adoption of children through WACAP at all opportunities
• Responsible for ensuring that all adoptive applicants from Wisconsin receive optimal pre-placement and post placement social services

10. Serve as local liaison for Midwest Office lease and maintenance with landlord. Host office hours as needed.

Check out our website at www.wacap.org to learn more about WACAP.

Requirements are:
- MSW or Master's degree in related field and at least five years of relevant experience in adoption and administration/management required. Master of Social Work and at least two years of professional experience with children and families;
- Trained for SAFE home Studies and able to provide supervision of SAFE study reporting.
- Strong administrative, management and organizational skills.
- Sensitive to and respectful of diverse cultures and ethnic groups with skills in diplomacy, which transcend cultural differences.
- Ability to problem-solve from a global perspective.
- Proficient in Microsoft Office.
- Personal commitment to WACAP's mission to serve children and families.

WACAP is a leading non-profit international and domestic adoption agency located in Renton WA and is an Equal Opportunity Employer. Send resume and cover letter to cl mail relay; or fax 206-575-4148; or mail to WACAP PO Box 88948, Seattle WA 98138.