

**CATHOLIC CHARITIES OF TENNESSEE, INC.  
POSITION ANNOUNCEMENT**

**Home Study Writer – Various TN Locations**

Catholic Charities is seeking candidates for the position of Home Study Writer in Social Services. Positions are available in Southwest Tennessee, Southcentral Tennessee, Northwest Tennessee, and Shelby County, TN. Writers are needed to work specifically in the following counties: Lake, Dyer, Obion, Weakley, Henry, Stewart, Lauderdale, Tipton, Shelby, Hardin, Wayne, and Lawrence. This position is part-time as needed.

Primary functions are to work with families desiring to be resource parents and/or adoptive parents and to produce a complete home study document that meets the requirements of the Tennessee Department of Children's Services (DCS) and the Agency.

Education/Experience:

- Bachelor's or Master's Degree in social work, counseling or other related field.
- Experience working with families is preferred.

Other Skills or Requirements:

- Excellent ability to plan and organize and work well under pressure and/or meeting deadlines.
- Effective interpersonal skills.
- Ability to work efficiently and with accuracy.
- Reliable transportation
- Strong verbal and written communication skills.
- Good judgment, courtesy and tact in dealing with the public and agency staff.
- Ability to engage with clients.
- Ability to handle confidential information with extreme professionalism.
- Ability to work independently with minimal direction.
- Successful completion of required criminal background screening.
- Proficiency with Microsoft Office applications, email, and internet research.
- Strong work ethic, resilient, team player, and passionate about providing excellent client service.

Compensation is an hourly rate with mileage reimbursement. Please e-mail cover letter (detailing how candidate meets job requirements) and resume to the hiring supervisor Julie Bolles, via Debbie Striclyn, adoptions administrative assistant at [dstriclyn@cctenn.org](mailto:dstriclyn@cctenn.org).

POSTING DATE: December 14, 2016

DATE AVAILABLE: Immediately.

**Catholic Charities of Tennessee, Inc. is an equal opportunity employer. All applicants with disabilities will not be discriminated against because of their disability. EEO/VEVRAA prohibits discrimination of protected veterans under Section 503.**