

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

**Adoptions Counselor**

Catholic Charities of Tennessee, Inc. is recruiting for a part-time as needed Adoption Counselor. The positions will be based in the middle TN area and cover several counties. The position will be based in Nashville. The ability to work a flexible schedule with late afternoon and evening hours to meet client's needs is essential.

This position is responsible for completing home studies, assisting with dossier preparation and immigration paperwork, providing adoptive parent education and training, preparing post placement supervisory reports and providing ongoing support for families and individuals in the adoption program at Catholic Charities.

Education/Experience:

- Bachelor's Degree in Social Work or related field; Master's Degree preferred
- 2+ years of experience in working with children and families

Other Skills or Requirements:

- Good computer skills, including working knowledge of Microsoft Office software and ability to learn additional skills as necessary
- Valid driver's license and reliable transportation
- Clean criminal background screening
- Organizational skills
- Ability to maintain confidential information
- Flexible work hours
- Ability to work effectively and cooperatively with co-workers and with the public
- Knowledge and experience in the areas of attachment and trauma related issues
- Willingness to learn trauma informed and attachment based therapeutic treatments

Competitive salary based upon qualifications and experience with excellent benefits package. Please email resume to Julie Bolles at [jbolles@cctenn.org](mailto:jbolles@cctenn.org).

POSTING DATE: November 1, 2017

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.**