



**Portland Counselor
Open Adoption & Family Services**

Open Adoption & Family Services (OA&FS) is a nonprofit social services agency. Our agency is unique in that we provide free all-options pregnancy counseling. We create a safe place for expectant parents to explore their options free from judgment and make a decision that feels best to them. When the choice is adoption, we facilitate child-centered open adoptions. Expectant parents choose, meet, and create a genuine relationship with the adoptive parents, much like extended family. We provide continued post-placement services, including ongoing relationship guidance and support.

We are a progressive, pro-choice agency founded on the philosophy of openness in adoption. We have a diverse adoptive parent pool comprised of LGBTQ+, straight, married, and single individuals. We have a birth parent-led Board of Directors.

OA&FS is licensed in Oregon and Washington and has offices in Seattle, Portland, and Eugene. Regarded as the premier open adoption agency in the Pacific Northwest, we have over 35 years of experience completing child-centered open adoptions. Our agency values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, immigrants, refugees, LGBTQ+, people with disabilities, and veterans.

Due to the pandemic, this job is primarily remote with an anticipated return-to-office in the future. For more information about OA&FS, visit our website: www.openadopt.org.

Please email a cover letter and resume to info@openadopt.org. Resumes will not be considered unless accompanied by a cover letter. Thank you for your interest.

OA&FS Counselor Job Description

For more information on this and other employment opportunities at OA&FS, please visit our [website's employment page](#).

Hours: 40 hours a week FTE, Mon – Fri, 9 to 5, with occasional evening and weekend work as needed.

Starting Annual Salary Range: \$49,660 to \$53,350

At Open Adoption & Family Services, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to anyone's identity or any characteristic protected by applicable law. Open Adoption & Family Services believes that diversity and inclusion are critical to our success. We seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

Position Summary:

The Counselor position is responsible for providing all-options pregnancy counseling, as well as working with expectant parents and adoptive parents during the adoption planning process and placement. The counselor will provide ongoing adoption-related counseling and relationship building support to adoption constellation members.

Key Responsibilities:

- Provide all-options pregnancy counseling.

- Educate clients about open adoption and offer guidance and support as they navigate their open adoption experience (i.e., relationship building, grief/loss, etc.).
- Coordinate all aspects of the adoption plan, including legally enforceable Open Adoption Agreements between birth parents and adoptive parents.
- Collaborate with related professionals during the adoption planning process.
- Provide post-adoption counseling and relationship guidance for adoptive and birth parents.
- Write pre-placement homestudies, post-placement assessments, and court reports.
- Provide counseling and support to waiting families.
- Conduct outreach presentations that promote the services of OA&FS and the concept of open adoption to diverse populations, service providers, and organizations.

Minimum Qualifications:

- Bachelor's degree in an accredited program of social work (or closely related field); OR a combination of a bachelor's degree in another human service field and experience in family and children's services or adoption.
- An interest in current adoption issues and the dynamics involved in open adoption relationships.
- A flexible, dynamic individual who is comfortable working at a fast pace and quickly changing gears to assist with client needs will be the most successful candidate.
- Excellent written and verbal communication skills.
- Valid driver's license and regular access to a reliable vehicle.

Preferred Qualifications:

- A master's degree from an accredited program of social work or closely related field.
- Two to four years of related counselor experience.
- The ability to speak Spanish is a plus.

Required Knowledge, Skills, and Abilities:

- Strong communication skills, ensuring information is effectively exchanged with others.
- Comfort with public speaking and group facilitation.
- Ability to identify and solve problems with sound judgment and effective solutions.
- Collaborative, team-oriented, and invested in building strong working relationships and contributing to a positive work environment.
- Demonstrates personal responsibility for job performance; is receptive to feedback, comfortable with a high learning curve, and embraces professional growth.
- Ability to work with diverse populations.
- Ability to work occasional evenings and weekends as needed, including routine on-call shifts.
- Ability to travel with infrequent overnight stays.

Working Conditions / Work Schedule:

Work is primarily performed in a standard office setting Monday through Friday, 9:00 a.m. to 5:00 p.m. However, evening and weekend hours may be necessary depending upon client needs.

Physical Working Requirements:

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations will be provided to the extent possible and appropriate in the event of an ADA qualifying disability.

This position requires the employee to sit for long periods of time; understand the speech of another person and speak clearly so listeners can understand; routinely use your hands to grasp, type, move or

assemble papers or other small objects. The position might occasionally lift or carry files and boxes that weigh up to 20 pounds.