



About the Organization

On Your Feet Foundation is a 501(c)3 founded in 2001 by adoptive parents, adoption professionals and a birthparent who recognized the need for post-placement support for women who have chosen adoption for their child. We provide the support our clients deserve, regardless of when they placed, through case management and coaching, access to adoption-competent therapy, monetary grants, and through the creation of a community of other birthparents.

We **honor** the choice a birthparent makes to place their child for adoption; we **empower** the birthparent to get back on their feet following placement; and we foster a **respect** for the decision through community outreach and education.

Birthparent Case Manager

Virtual/Remote | 15-20 hours/week | Reporting to the Director of Case Management

We are seeking a flexible, motivated self-starter with strong time management, communication, and teamwork skills. This is a part-time virtual/remote position requiring proficiency in Zoom, Google Meet, Google Workspace, Social Media (Facebook, Instagram), and CRM databases. Candidate is expected to work collaboratively in support of other team member projects including communications and development. Knowledge of the adoption landscape and/or a direct connection to adoption is beneficial.

Case Management Responsibilities

- Assist clients in determining needs and defining goals; provide supportive counseling and, when applicable, write and submit grant requests on behalf of clients
 - Research and identify resources applicable to client needs and refer birthparents to appropriate resources including counseling, financial aid, housing and legal services as needed
 - Follow up with clients and grant recipients at consistent intervals (3, 6, and 12 months)
 - Connect birthparents with other birthparents who can be a good support system to one another
 - On behalf of clients, act as a liaison and advocate with community service providers
 - Be an advocate for post-placement support for birthparents and empower birthparents to advocate for themselves
 - Update resource bank with new resources and update information for existing resources as needed
- Plan and lead virtual events such as our annual Vision Board, Holiday party and Birthmother's Day events
- Plan and lead monthly Zoom support calls (BirthmomsConnect)
 - Develop content for 4 topics
 - Use existing template to create slides for BirthmomsConnect calls
 - Write 1,000 word blogs post about adoption landscape issues
 - Work with team on Birthmom retreats (6/year)
 - Vet retreat applicants
 - Identify retreat grant recipients
 - Follow up with attendees
 - Ensure completion of retreat surveys and data analysis, coordinate payment
- Monitor Birthparent pages on Social Media
 - Develop regular content to post to promote engagement and provide support

- Provide intake support and track/compile client data for marketing and evaluation purposes using Salesforce
 - Maintain client information in Salesforce
 - Via Zoom, participate in weekly team meetings, monthly all-staff meetings, and networking events/meetings
 - Complete paperwork (casenotes, grant tracking, board reports, hours, etc.) in a timely manner
 - Participate in outreach and fundraising events, including Activism in Adoption sessions
 - Identify areas needed for personal growth and development, attend professional development trainings and keep up-to-date on recent adoption trends and research, in regards to supporting birthparents and the adoption constellation as a whole
-

Minimum Qualifications

- Bachelor's degree or proof of degree completion by 8/2022
 - 2 years of case management experience
 - English fluency
 - Demonstrated experience with diversity, equity, and inclusivity initiatives
 - Proficiency with Google Workspace or equivalent (eg MS Word/Excel/Powerpoint)
 - Familiarity with documenting data using CRM software (ex. customized Salesforce platform)
-

Preferred Qualifications

- BA in Social Work, Health & Human Services or related field
 - MA, MSW, LSW, LCSW
 - 5 years of case management experience
 - Experience working with vulnerable populations
 - Spanish fluency
 - Experience using graphic design programs like Canva, and web content management systems (eg Wordpress, Constant Contact, Mail Chimp, etc)
 - Strong writing and communication skills
 - Understanding of the current adoption landscape or a personal connection to adoption
-

Compensation

- \$17-\$20/hour commensurate with experience
 - 2 weeks vacation
 - Annual review in December of each year
 - Hourly wage/Bonus eligible after 6 months
-

On Your Feet Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer. Black, Indigenous, and People of Color (BIPOC), immigrants, and LGBTQ candidates are strongly encouraged to apply.