



5676 Stage Rd. • Bartlett, TN 38134 • main: 901.327.5560 • fax: 901.883.4303 • www.hannahs-hope.org

“...for this child I have prayed”

Job Title: Counselor / Adoption Specialist

Location: Bartlett, TN

Employment Type: Half-time (approx. 20 hours/week)
Salaried/Exempt

Hybrid (combination of community-based visits, tasks at agency office and remote work)

About Hannah's Hope

At Hannah's Hope, our mission is to love all by:

- Helping pregnant women in crisis explore healthy options.
- Providing the option of adoption with a loving family prepared to parent for a lifetime.
- Supporting children, pregnant women, and families regardless of color, race, religion, gender, sexual orientation, gender expression/identity, or different abilities.
- Providing adoption support and pregnancy counseling to all through a lens of diversity, equity, and inclusion.

We are looking for a compassionate and dedicated **Counselor / Adoption Specialist** to join our team and provide expert guidance and support to individuals located in West TN, who are navigating pregnancy and adoption decisions. This role requires deep empathy, cultural competency, and a commitment to empowering those we serve with respect and dignity.

Key Responsibilities

- Provide compassionate, client-centered counseling and support to individuals experiencing unplanned pregnancies, helping them explore all options with unbiased guidance.
- Facilitate the adoption process by working with birth parents and adoptive families, ensuring ethical, informed, and respectful decision-making.
- Conduct home studies and assessments for prospective adoptive families, ensuring they meet the necessary requirements and are well-prepared for adoption.

- Maintain thorough case documentation and adhere to all ethical and legal standards in adoption and counseling services.
- Build relationships with community partners, healthcare providers, and support networks to increase awareness of our services.
- Provide ongoing post-adoption support, counseling, and resources to birth parents, adoptive families, and adoptees.
- Advocate for clients by addressing barriers to services and ensuring their voices are heard throughout the process.
- Maintain a trauma-informed approach, prioritizing the emotional well-being of clients throughout their journey.
- Participate in regularly scheduled staff supervision meetings involving case consultation, individualized training, and advanced skill development opportunities.
- Ensure compliance with state licensing requirements and agency policies, maintaining organized and accurate client files.
- Maintain program/client/agency confidentiality and treat each individual with dignity and respect.
- Respond promptly to inquiries from prospective adoptive parents and ensure same-day responses to expectant parents seeking adoption information.
- Conduct post-placement visits, prepare final court reports, and ensure compliance with all state laws, the Interstate Compact on the Placement of Children, and the Indian Child Welfare Act.
- Collaborate with the Executive Director to maintain agency compliance with regulatory requirements and support community partnership efforts.

Job Qualifications & Requirements

- Master's degree in social work or a related behavioral field from an accredited college or university, with a minimum of three years of experience in foster care or adoption services (college transcript and verification of prior experience required).
- Proper licensing in accordance with state laws, with demonstrated experience in adoption services, supervision, and administration.
- In-depth knowledge and experience in child welfare and adoption service delivery.
- Valid driver's license, good driving record, current automobile insurance, and access to a vehicle for job-related travel.
- Ability to pass TBI fingerprinting, criminal background, and sex offender verification checks.

- Strong alignment with the agency's mission and core values.
- Awareness and sensitivity to diverse cultural and socioeconomic backgrounds, with the ability to provide professional, non-judgmental services.
- Ability to exercise discretion and dependability, require very little supervision once trained and function well in stressful situations.
- Proficiency in Office 365, Zoom, and strong professional writing skills.
- Physical requirements include prolonged sitting, navigating stairs, occasional uneven terrain, and the ability to lift up to 30 lbs.
- Some on-call, night or weekend work will be required to meet urgent needs of birth parents.

Why Join Us?

- Meaningful work that directly impacts the lives of children, birth parents, and adoptive families.
- A supportive, mission-driven team committed to equity and compassion.
- Flexible work schedule
- Paid holidays/vacation days; employer match 403b plan
- Salary Range - \$ 30-32,000

If you are passionate about making a difference in the lives of children and families through ethical adoption and compassionate counseling, we would love to hear from you!

How to Apply:

Submit your resume and a cover letter detailing your experience and why you connect with our mission to Rev. Trina Morrison, Executive Director (trina@hanna-hs-hope.org).