



Position	Post Adoption Practitioner
Program	Forced Adoptions Support Service
Reports To	Team Leader
Employment Status	Part Time
Award	SCHADS Level 4 or 5 depending on level of relevant experience
Location	New Farm, Brisbane
Accountable To:	Jigsaw Queensland Inc Management Committee
Funding	This position is contingent to the funding of the Forced Adoption Support Service by the Department of Social Services, Australian Federal Government

Jigsaw Queensland Inc Post Adoption Centre

Jigsaw Queensland Inc was established in Australia and New Zealand in 1976 and was incorporated in Queensland in 1988. Since 1976 Jigsaw has provided information and support to thousands of people affected by adoption, including assistance and support with accessing adoption records, search and contact, peer group participation, and referral. Jigsaw offers support through telephone , email, and face to face contact; peer support meetings; workshops; and, training for people interested in facilitating peer support meetings. Jigsaw QLD plays an active advocacy role on both state and national levels with regard to issues concerning post adoption.

On 21 March 2013, the Prime Minister apologised on behalf of the Australian Government to people affected by forced adoption or removal policies and practices. The Government, through the Department of Social Services, funded Jigsaw Queensland Inc to establish the Forced Adoptions Support Service to provide assistance in best meeting the ongoing needs of people affected by past forced adoption policies and practices in Queensland.

Jigsaw QLD is a not for profit organisation with a Management Committee comprising people directly affected by adoption. This governance model ensures that service delivery is responsive, appropriate and sensitive to the client community.

Program Description

The Forced Adoptions Support Service is a confidential information, support and referral service for people affected by past adoptions. The service supports people who were adopted, mothers and fathers who lost children to adoption, siblings, partners and immediate family members of people affected by forced adoption. The service complements and enhances existing services funded by

and state and territory governments aiming to improve access to peer support, professional counselling and records and family tracing. Specialist support, information and referral is provided via a national 1800 number for callers originating in Queensland.

Objective/s of the Position:

To support the Jigsaw Management Committee and the Team Leader in providing responsive and high quality services to people affected by past adoptions. This position will work collaboratively and supportively with the Jigsaw Management Committee, Team Leader, staff and volunteers.

Key Responsibilities/Duties:

- Provide Jigsaw clients with a responsive service that displays an understanding of the issues pertaining to adoption
- Provide information, support and follow up to clients requesting assistance with accessing their adoption information
- Provide searching and intermediary assistance to clients wishing to have contact with birth relatives
- Provide emotional support /short term supportive counselling and make referrals to other services for longer term therapeutic counselling
- Develop and facilitate therapeutic and educational workshops based on identified needs
- Facilitate referrals to other relevant service providers
- Maintain a high quality of work with individuals as evidenced by well documented case notes on the Jigsaw client database
- Establish and maintain positive relationships with government and non-government services to enhance their understanding of and response to people affected by past adoptions
- Maintain respectful and positive relations with stakeholders in the post adoption sector
- Contribute to the publication of the Jigsaw newsletter; planning and facilitation of workshops and any other Jigsaw events
- Participate in Jigsaw's evaluation program
- Undertake supervision with the Team Leader and external professional supervisor and attend regular team meetings
- Assist with the placement of tertiary students
- Maintain statistical records and provide reports as required
- Participate in professional development when requested
- Provide administrative support to the Team Leader and the Jigsaw Management Committee
- Commit and contribute to a safe workplace as per the Work Health and Safety Act 2011.

Key Selection Criteria

1. A degree in social work, psychology, counselling or a related field
2. Demonstrated experience in the provision of client services including information provision, emotional support/short term counselling and referrals via telephone, face to face and on line (skype/email)
3. Demonstrated knowledge and understanding of the issues associated with experience of adoption
4. An understanding of the history of forced adoption and the current post adoption context in Australia
5. An understanding of the processes for accessing adoption information in Queensland
6. Excellent and effective communication skills. This includes well developed interpersonal skills, an ability to advocate effectively, and the ability to accurately document case notes and referral processes

7. Demonstrated experience of working with local networks, agencies, communities and ability to promote the work of Jigsaw Queensland Inc.
8. Demonstrated knowledge and use of IT systems including personal information and case management systems, data collection, word and email
9. A demonstrated ability and commitment to working collaboratively within a team and organisational environment

Desirable:

Demonstrated experience in developing and facilitating therapeutic and educational workshops

General Conditions:

- All employees are required to abide by the philosophies and principles of Jigsaw Queensland Inc and to sign a Confidentially Agreement
- Appointment to this position will be subject to a criminal history check
- May occasionally involve work or training outside of normal business hours