

Job Title: Adoption Support Worker

Position Type: Part-time, hourly

Start Date: May 2026

Hours: 15-25 hours/week

Location: Remote/Field Based/Office.

Note: Our office is based in Hamilton, and you may be requested to attend meetings at this location.

Charity Description:

Beginnings Family Services is a not-for-profit organization that provides counselling and support to expectant parents experiencing unplanned pregnancies and assists people wishing to grow their families through adoption and embryo services.

Counselling:

Beginnings provides counselling services to expectant parents and families in crisis across Ontario, to ensure they have access to information, referrals, community connections, parenting resources, and ongoing support as they make decisions about the future of their family.

Adoption:

Beginnings is a licensed adoption agency. We facilitate open adoptions throughout the province of Ontario, working together with birth families and adoptive families to provide support and guidance every step of the way.

Embryo Donor/Recipient Program:

Beginnings connects individuals choosing to donate their embryos with recipient families hoping to grow their family. Our history and expertise in bringing families together has forged the way for our national open embryo program, the only one of its kind in Canada.

About the Role:

Reporting directly to the Executive Director, the Adoption Support Worker will maintain a thorough understanding of all aspects of the Adoption Program and carry out coordination, and clinical tasks as required.

The Adoption Support Worker will work closely with the Executive Director to support the clinical adoption work of Beginnings including case coordination, facilitation of client meetings and participation in consultations. The worker will assist with the overall structure and function of the Adoption Program.

The support worker role requires a “big picture” lens of the Adoption Program and Beginnings as a licensed nonprofit charitable organization. This is a collaborative role

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supporting a full range of activities in the overall function of the Adoption program within the organization.

The ideal candidate is an approved adoption practitioner or is willing to work towards this designation.

Key Responsibilities:

A. Case Management, Support & Counselling

- Provide ongoing support to prospective adoptive families throughout the process
- Provide case support and oversight including corresponding with families & private adoption practitioners
- Facilitate placements, hospital meetings, foster visits, etc.
- Facilitate consultations with new applicants
- Work in collaboration with pregnancy/birth parent counsellors
- Provide consultation regarding clinical issues, challenging cases, risk issues, etc.
- Provide updates and advise Executive Director of challenging cases/situations
- Maintain a comprehensive understanding of relevant adoption legislation and ministry regulations
- Provide expectant/ birth parent counselling if requested on a case-by-case basis

B. Program Support and Development

- Develop a working knowledge of adoption program administrative tasks and the process of preparing documents for the Ministry and Courts
- Participate in program updates as required
- Support Clinical Coordinator role as needed including pre and post adoption support for families, foster family support, etc.
- Participate in team meetings, staff meetings, and strategic working group meetings and provide input for improving services

C. Other Responsibilities

- Maintain updated working knowledge and skills related to this position
- Demonstrate an ongoing commitment to professional growth and development
- Work professionally and cooperatively with all staff members, attend staff meetings and agency functions as required
- Attend BFS Annual General Meeting

Requirements:

- Degree in Social Work (BSW, MSW) or equivalent

- Private Adoption Practitioner approval or willingness to work towards designation
- Ability to work with diverse clients and organizations with cultural sensitivity
- Experience in community outreach
- Excellent interpersonal skills, organizational and administrative skills
- Strong written and verbal communication abilities
- Sound decision-making and problem-solving skills
- Ability to work both independently and collaboratively within a team
- Current membership in good standing within a recognized accrediting body
- Must provide Broad criminal record check and child welfare check
- Familiarity with social media management and content posting
- Proficient with office software and digital file management
- **Applicants must have an Ontario driver's license and access to a vehicle, to be able to drive to various locations**

*Please submit resume with cover letter specific to this position to
megan.dunlop-elms@beginnings.ca*

www.beginnings.ca