

Registration Information

Order No.	3945747
Agency Name	Circle Surrogacy
Job Title	Social Worker
Job Description (including hours and responsibilities)	<ul style="list-style-type: none"> → Review surrogate profiles to prepare for screening → Coordinate and conduct video/phone psychosocial assessments with surrogate applicants → Produce ~20 page assessments per applicant to be used in matching process with intended parents and documentation purposes for IVF process → Provide supportive counseling to assigned surrogates throughout their journey with the agency → Work with matching team to coordinate surrogate matching process with intended parents → Collaborate and coordinate across Circle’s interdisciplinary teams and with our partners to facilitate the smoothest possible experience for our clients → Document important data related to journey in agency database and provide weekly/monthly/annual reports as requested → Act as a contributing team player to the Social Work team
Job Location	Fully remote
Qualifications	<ul style="list-style-type: none"> → Master’s degree in social work from an accredited institution → Successful completion of ASWB Master level examination → Master’s level licensure in good standing → Experience conducting psychosocial assessments → Work experience in adoption is preferred → Strong oral and written communication skills and ability to maintain calm demeanor during stressful situations → High attention to detail and ability to multitask/prioritize → Critical thinking and problem-solving capability → Ability to work in a fast-paced environment with

	time-sensitive work deadlines → Team player; comfortable working in an interdisciplinary environment
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