

TFI Family Services, Inc. PROGRAM PROCEDURE	No. Page 1 of 2
Section: International Adoption Subject: Education and Experience Requirement for Social Service Personnel	
Issue Date: 10/18	Revision Date:
Compliance: Hague 96.37(a)(b)(c)(d)(e)(f)(g)	

Purpose:

To define the education and experience required of personnel in the international adoption program

Procedure

TFI Family Services, Inc. only uses employees with appropriate qualifications and credentials to perform, in connection with intercountry adoption, adoption-related social service functions that require the application of clinical skills and judgment (home studies, child background studies, counseling, parent preparation, post-placement, and other similar services).

TFI's Adoption Director, the supervisor overseeing a case, or the assigned worker providing adoption-related social services that require the application of clinical skills and judgment (home studies, child background studies, counseling, parent preparation, post placement reports, and other similar services) has experience and training in intercountry adoption work.

TFI's social work supervisors have prior experience in family and children's services, adoption, or intercountry adoption and either:

- A master's degree from an accredited program of social work;
- A master's degree in a related human service field, including, but not limited to, psychology or counseling.

Non-supervisory employees. TFI's non-supervisory employees providing adoption-related social services that require the application of clinical skills and judgment other than home studies or child background studies have either:

- A master's degree from an accredited program of social work or in another human service field; or
- A bachelor's degree from an accredited program of social work; or a combination of a bachelor's degree in any field and prior experience in family and children's services, adoption, or intercountry adoption; and
- Are supervised by an employee of TFI who meets the requirements for supervisors.

Home studies. The agency's or person's employees who conduct home studies:

- Are authorized or licensed to complete a home study under the laws of the state in which they practice;
- Meet the requirements for home study preparers in 8 CFR 204.301; and

- Are supervised by the Adoption Director or Supervisor who meets the requirements as referenced above.

Child background studies. TFI's employees who prepare child background studies:

- Are authorized or licensed to complete a child background study under the laws of the state in which they practice; and
- Are supervised by an employee of this section.