



📞 (555) 234-5678

✉ michael.anderson@email.com

📍 San Francisco, CA

🌐 www.michaelanderson.com

SKILLS

- family support
- case evaluation
- service planning
- community outreach
- organizational skills
- emotional intelligence

EDUCATION

**BACHELOR OF SOCIAL WORK,
UNIVERSITY OF MICHIGAN, 2019**

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Increased the number of successful adoptions by 20% through enhanced family support services.
- Recognized for excellence in service delivery by the State Child Welfare Agency.
- Developed a community resource guide that improved access to services for adoptive families.

Michael Anderson

CHILD WELFARE ADOPTION COORDINATOR

Compassionate and dedicated Adoption Services Coordinator with a strong commitment to child welfare and family support. Extensive experience working directly with children and families to facilitate successful adoption placements. Demonstrated ability to develop individualized support plans that address the unique needs of each family. Skilled in conducting assessments and providing guidance to ensure a smooth transition for children into adoptive homes.

EXPERIENCE

CHILD WELFARE ADOPTION COORDINATOR

Safe Harbor Services

2016 - Present

- Facilitated the adoption process for children in foster care, providing emotional and logistical support to families.
- Conducted thorough evaluations to assess family readiness for adoption.
- Developed individualized service plans tailored to the needs of each family.
- Coordinated with social services and legal teams to ensure timely adoption finalizations.
- Organized training sessions for adoptive parents on parenting children from foster care.
- Maintained accurate and up-to-date records for all adoption cases.

ADOPTION SUPPORT SPECIALIST

Children's Aid Society

2014 - 2016

- Provided direct support to families navigating the adoption process, addressing concerns and questions.
- Conducted home visits to assess family dynamics and readiness for adoption.
- Facilitated support groups for families post-adoption to encourage community building.
- Developed educational materials for families about the adoption process.
- Collaborated with local organizations to provide additional resources to families.
- Participated in community outreach events to promote adoption awareness.