

Clinical Specialist

Location: Centennial, CO 80112

Company: CCAI

Date posted: April 28, 2026

Pay: \$50,000.00 - \$55,000.00 per year

Job description:

The Clinical Specialist supports Prospective Adoptive Parents (PAPs) through the home study, dossier, and preparation phases of the adoption process to ensure families are fully prepared and suitable for adoption. This role provides clinical expertise, case management, and emotional support as families navigate the adoption process, with a particular focus on older-child adoptions and country-specific requirements such as Colombia.

The Clinical Specialist conducts clinical reviews of home studies and psychological evaluations, offers individualized counseling and child-specific preparation, and collaborates closely with internal leadership and external home study providers. The position also manages detailed dossier document review, guides PAPs through required updates, and maintains consistent communication to resolve delays or concerns. The Clinical Specialist also supports Colombia hosting families and helps maintain accurate adoption materials and guides.

Ideal candidates hold a master's degree in social work, Counseling, Psychology, or a related field; have at least two years of adoption-related assessment experience; and bring strong communication, organization, and problem-solving skills, along with a genuine commitment to adoption and child well-being.

Responsibilities

- *Clinical Support for In-Process Families*
- Providing clinical review and feedback for home studies in process (noted below in "dossier preparation"),
- Providing additional resources to families as needed throughout adoption process,
- Collaborating with the Supervisor, Director of Adoption and/or the Child Placement Supervisor, as needed for case management and thorough preparation for in-process families.
- As a member of the Older Child Team/Clinical Staff Team: Support and attend Older Child/Clinical Staff Team meetings to support families adopting children over the age of 5 years.
- Act as a direct support staff to assigned older child PAPs/adoptive parents providing additional individualized counseling and preparation as needed to meet the needs of the PAPs considering the child to be adopted.
- Conduct child-specific training when assigned (training to allow PAPs to be as prepared as possible for the adoption of a particular child).

Qualifications:

- Master's degree in social work, Counseling or Psychology, or equivalent
- Two plus year's full-time experience in home study and clinical assessment in the field of adoption
- Basic computer operating skills and PC programs knowledge
- Excellent verbal and written communication skills
- Personal belief in adoption and love for children
- Detail oriented, good management and organizational skills

- Creative problem solving and interpersonal skills

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Travel reimbursement
- Vision insurance

To apply, please send your cover letter and resume to Kimberly Elstun at kimberly@ccaifamily.org.