

Volunteer Position Description

File Auditor

Purpose of the Position	<p>Amara’s Post-Adoption Program recognizes adoption as a lifelong experience, we work to ensure that adoptees and those who love them receive support to promote stability and fulfilling relationships. As part of our Post-Adopt Program, The Adoption Files Initiative operates with the lens of current best practices and all applicable laws permitting access to adoption information to ensure that adoptees and their families have received information and materials about their adoptions they are entitled to, but may not have seen.</p> <p>The project scope involves auditing 3,500 of adoption files between the years of 1950 and 2000. Volunteer File Auditors support The Adoption Files Initiative by auditing adoption files, documenting details from each file, and recommending follow up reviews and possible next steps to staff.</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Thorough auditing of adoption files • Audit follow up reports • Data entry • Support for Certified Confidential Intermediary
Work Location	<p>Seattle Office – 5907 Martin Luther King Jr Way S, Seattle, WA 98118</p>
Time Commitment	<p>Volunteers are asked to commit to a minimum of 12 hours per month for six months. Each shift should be at least 3 hours to allow time for thorough review of adoption files.</p>
Hours Volunteer Can Work	<p>Monday through Friday within the hours of 8:30 am – 4:30 pm</p>
Skills/Experience	<ul style="list-style-type: none"> • Detail oriented • Knowledgeable in Office software (Word, Excel, PowerPoint) • Capable of researching topics based on audit outcomes • An interest in the adoption-related and social justice topics
Accessibility Considerations	<p>Volunteer will be asked to read, write/type while volunteering in this position Amara.</p> <p>The working conditions described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>
Tools and equipment provided	<p>All necessary equipment will be provided during shift.</p>
Tools and equipment volunteer must provide	<p>A face mask is required at this time. Masks can be provided if needed.</p>
Project Start Date	<p>Ongoing</p>

Orientation/Training	<p>Volunteers must complete the following virtual trainings:</p> <ul style="list-style-type: none"> • Volunteer Information Meeting • Mandated Reporter Training
Learning Opportunities (Skills/Knowledge)	<ul style="list-style-type: none"> • Auditing skills (review, data collection, reporting) • Understanding of institutionalized racism within the child-welfare system • Greater understanding of historical field biases • Current adoption laws and best practices
Qualifications and Requirements	<p>Qualifications:</p> <ul style="list-style-type: none"> • Must be at least 19 years of age or older <p>Requirements:</p> <ul style="list-style-type: none"> • Volunteer application • In-state background check • Resume • Must be able to learn and follow Amara guidelines and policies and follow directions given by staff
Site Contact	Rena Konomis, Confidential Intermediary
Extra Comments	<p>COVID-19 Considerations:</p> <p>At this time, volunteers are required to watch the COVID-19 Office Safety training and follow all safety protocol. This includes completing health screening document before each shift, wearing face mask, social distancing, and sanitization of all equipment used.</p>
Last updated	1/25/2021