



## JOB DESCRIPTION

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<b>CATEGORY/DEPT:</b>	Strengthening Families Department
<b>TITLE:</b>	Director of Resource Family Approval (Foster Care and Adoptions)
<b>STATUS:</b>	Full-Time Exempt
<b>REPORTS TO:</b>	Chief Innovations Officer
<b>REPORTING STAFF:</b>	Yes

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**AGENCY OVERVIEW:** Allies for Every Child (ALLIES) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 25 years, ALLIES has been providing thousands of at-risk children and their families with critical, high-quality early education programs, family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including educational assessments, disabilities screenings, nutrition, dental and vision screenings, and pediatric health consultations.

**JOB SUMMARY:** Allies for Every Child contracts with the Department of Children and Family Services (DCFS) to protect at-risk children and strengthen families. The Director of Resource Family Approval is responsible for overall programmatic success of Allies for Every Child's Resource Family Approval program. The Director will have a passion for not accepting the status quo in child welfare, see foster care as a social justice issue, have a desire to reach a new audience of prospective families who want to make an impact in their community and feel an urgency to match children who linger in foster care the longest to waiting families. The responsibilities of the Director of Resource Family Approval includes leading a team that completes social work duties, home studies, resource parent recruitment and training. The Director ensures contract compliance, builds community relationships, ensures current policy and procedure implementation while also advising the CPO on the development of new policies and procedures. The Director makes sure of timely billing, and ensuring excellent adoptive matching and support of children and families. Additional responsibilities include, partnering with other leadership staff across "**the community collaborative**"™ to be a leader in the field of recruitment, retention and support for children and families within the foster care community.

### **ESSENTIAL JOB DUTIES:**

- Provide programmatic oversight of the Resource Family Approval program.
- Provide clinical supervision to Resource Family Approval staff and sign off on hours for clinicians working towards licensure
- Monitor the psychological stability, physical well-being, and developmental progress of children in Allies resource family homes
- Oversee strategic growth of the program through managing resource parent recruitment, pursuing outreach opportunities, making presentations, and timely responsiveness to potential resource parents
- Develop new community relationships in support of resource parent recruitment and maintain existing relationships
- Assist potential resource parent families in progressing quickly from point of interest through preparation and approval as an ALLIES resource parent
- Assign, conduct and/or review home studies to assess resource parent applicants, utilizing the Structured Analysis Family Evaluation ("SAFE") format

- Empathically redirect applicants who are not a fit for the program in a timely manner
- Ensure quality and ongoing PS-MAPP trainings and orientations, support groups, and other events throughout the year
- Manage visitation and/or monitor visits with children and their biological families as needed
- Oversee program quality assurance including chart review and audit preparation
- Oversee DCFS and Community Care licensing annual audits
- Produce reports for DCFS, Community Care Licensing, and courts
- Develop new policies and procedures as may be required by funders, DCFS, or program as need
- Cultivate and maintain relationships with current and potential foster-adoptive parents
- Attend weekly supervision meetings with the Chief Program Officer
- Ensure high quality care for foster and adoptive children and comprehensive support for parents
- Represent Allies at community forums and quarterly meetings
- Be a contributing member of the Allies for Every Child Leadership Team
- Implement, track and help design functions of “**the community collaborative**”™
- Facilitate staff meetings and attend other programmatic meetings
- Adhere to all legal, ethical, and professional practice standards
- Staff must believe in and act in accordance with both the agency’s and the program’s mission statements
- Other duties as assigned

### **QUALIFICATIONS & EDUCATION:**

- Master’s Degree in Social Work preferred or Master’s degree in Marriage and Family Therapy or Psychology with an approved exception
- California Licensed Clinical Social Worker or Licensed Marriage and Family Therapist, two (2) years post licensure
- Ability to supervise staff for licensing hours required
- Two (2) years managerial or administrative experience in a foster care or adoption setting preferred
- Three years of full-time employment in the field of family or child welfare or two years’ work employment in a licensed foster family/resource family agency or adoption agency
- Passion for child abuse and neglect prevention and a commitment to finding nurturing families for children in need
- Knowledge of Title 22 and Community Care Licensing requirements preferred
- Knowledge of Continuum of Care Reform and interim licensing standards preferred
- Able to manage and develop recruitment tools, relationships, and methods
- Knowledge of community resources and experience with interagency collaboration preferred
- Ability to work independently, flexible, strong organizational skills, commitment to teamwork, and excellent communication skills
- Ability to speak in public at recruitment forums
- Ability to handle multiple projects and deadlines
- Excellent written ability in English and ability to communicate effectively
- Ability to effectively establish rapport and maintain appropriate boundaries with supervisees, staff, and clients
- Basic computer skills required – Word, Excel, Software applications
- Passionate about learning and possesses curiosity about issues affecting children and families
- All employees, regardless of position, serve as role models for children and families who are served by our agency.
- Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption
- Successful completion of pre-employment physical, PPD risk assessment, proof of immunizations
- Class “C” driver’s license, proof of automobile insurance, a safety record acceptable to CCL, and access to reliable transportation required

**BECOME AN ALLY TODAY!**

**FOR CONSIDERATION:**

- Send cover letter and resume to [hr@alliesforeverychild.org](mailto:hr@alliesforeverychild.org)

***Full benefits package offered including 100% employer contribution to: Health - Kaiser or Anthem, Dental, Vision; 401k with employer match; Employee Assistance Program, Professional Development, 12 paid holidays, sick leave, vacation, and 2 personal days for anniversary of employment and birthday.***

*Allies for Every Child actively seeks candidates who reflect the rich diversity of the communities that we serve. We are committed to a work environment that embraces and promotes individuality and inclusion. We believe that diversity and inclusion of varied perspectives, backgrounds, and life experiences is essential to our organization's effectiveness, and allows us to serve our clients in the respectful, responsive, and understanding way that they deserve. We define diversity in broad terms to include race, ethnicity, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.*



*Allies for Every Child has achieved accreditation through the Council on Accreditation (COA). This means our programs, services, administration, and management have been rigorously evaluated and meet best practice standards. Visit [www.COAnet.org](http://www.COAnet.org) to learn more about COA Accreditation.*