



JOB DESCRIPTION

<u>TITLE:</u>	Resource Family Approval (RFA) Program Social Worker
<u>CATEGORY/DEPT:</u>	Resource Family Approval Program
<u>REPORTS TO:</u>	RFA Program Supervisor
<u>REPORTING STAFF:</u>	None
<u>STATUS:</u>	Full-Time, Exempt

AGENCY OVERVIEW:

Allies for Every Child (Allies) (formerly known as Westside Children’s Center) 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 disabilities screenings, nutrition, dental and vision screenings, and pediatric health consultations.

JOB SUMMARY: Allies contracts with the Department of Children and Family Services (DCFS) to protect at-risk children and strengthen families. RFA program social workers conduct weekly home visits to ensure child safety and adequate care, as well as monitor the physical and psychological well-being of children in WCC resource family homes. RFA program social workers also support recruitment efforts, certification process, and the training of resource parents.

ESSENTIAL JOB DUTIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct weekly home visits to approved resource families to assess and address the needs of children and to provide support to resource parents
- Develop and monitor progress of individual case plans and treatment objectives for children
- Coordinate all services and initiate appropriate referrals to ensure that children’s treatment objectives are met
- Monitor visits between children and birth families and provide clinical intervention and support
- Support Allies’ recruitment of resource parents by representing Allies at community events and disseminating information about programs
- Provide Needs & Services Plans to DCFS and meet all documentation timelines and requirements
- Participate in collection of documentation and home inspections for the approval updates for resource homes
- Participate in case conferences, clinical individual/group supervision, and agency trainings
- Provide support and psychoeducation regarding transitions and termination of services
- Provide pre and post adoption services to families through adoption finalization
- Collaborate with DCFS, DMH, and other community partners
- Facilitate/ Co-facilitate monthly support group for approved resource parents
- Assess families’ strengths & needs and prepare home studies on prospective resource families
- Facilitate/Co-facilitate MAPP training program
- Participate in the intake process and placement of children with resource families

- Collaborate with DCFS and medical professionals to best address the child’s well-being throughout the foster/adoption process
- Participate in resource family home inspection and file preparation for DCFS & CCL audits and contract reviews
- Evening and weekend hours may be required
- Staff must believe in and act in accordance with both the agency’s and the program’s mission statements
- In accordance with our “team” philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description. Staff must believe in and act in accordance with both the Agency’s and the program’s mission statements

QUALIFICATIONS & EDUCATION:

- Master’s Degree in Social Work, Marriage and Family Therapy, or Psychology
- License or license-eligible strongly preferred
- One year of foster care and adoption experience preferred
- Bilingual in English/Spanish - speaking and in writing required
- Experience conducting psychosocial assessments of children and families
- Inspiring, self-starter, with a commitment to teamwork
- Flexible and able to work independently
- Ability to communicate effectively verbally and in writing
- Strong organizational and time management skills
- Basic computer skills required – Word, Excel, and Software applications
- Experience working with diverse groups and populations
- 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 for pertussis, measles and influenza
- Class “C” driver’s license, proof of automobile insurance and access to reliable transportation required

FOR CONSIDERATION:

- Send cover letter and resume to humanresources@alliesforverychild.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 to learn more about COA Accreditation.