



## JOB DESCRIPTION

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<b><u>TITLE:</u></b>	Up Front Assessor (Family Preservation Services/On-Call Employee)
<b><u>CATEGORY/DEPT:</u></b>	Strengthening Families Program
<b><u>REPORTS TO:</u></b>	Clinical Specialist
<b><u>REPORTING STAFF:</u></b>	No
<b><u>STATUS:</u></b>	Exempt

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### **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 (including comprehensive Early Head Start services), 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:**

The Up-Front Assessor is responsible for providing a comprehensive assessment to the Department of Children of Family Services, regarding parents' mental health, domestic violence and/or substance abuse issues, to inform the children's social worker of pertinent information regarding parental capacity.

### **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.

- Conduct comprehensive bio-psychosocial clinical assessments; including DSM-IV diagnosis and treatment recommendations using the Behavioral Severity Assessment Program (BSAP) tool
- Complete all necessary documentation and evaluation tool according to the contracted time frame
- Provide a verbal summary of observations to DCFS within the contracted time frame
- Submit written report to Family Preservation Clinical Director for revision/approval within the required time frame
- Attend Child and Family Team (CFT) meetings, as needed
- Conduct assessments in the home throughout the SPA 5 West Los Angeles region, as well as other SPA's as needed
- Evening and weekend hours are required
- Believe in and act in accordance with both the Agency's and the program's mission statement
- 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.

**QUALIFICATIONS & EDUCATION:**

- MSW or MFT degree required and MUST BE registered with the California Board of Behavioral Sciences (with associate's number or intern number)
- Bilingual Spanish required
- Minimum of at least two years of clinical experience in provision of direct services to low income and ethnically diverse clients; demonstrated skills in working with minority populations
- Knowledge of issues related to mental health, domestic violence and/or substance abuse
- Knowledge and experience utilizing the DSM-5
- Ability to work and communicate effectively with people of diverse cultures
- Excellent verbal and written communication skills
- Demonstrated ability to write proficiently in English
- Familiar with Los Angeles area community resources
- Computer literate (Microsoft Office applications)
- Ability to work in a team approach
- All employees, regardless of position, serve as role models for children and adolescents 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, immunizations for pertussis, measles and influenza
- Class "C" driver's license, proof of insurance, a safety record acceptable to CAA, and reliable transportation required

*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.*

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