



JOB DESCRIPTION

<u>TITLE:</u>	Resource Family Approval (RFA) Recruiter & Family Engagement Specialist
<u>CATEGORY/DEPT:</u>	Resource Family Approval
<u>REPORTS TO:</u>	Resource Family Program Supervisor
<u>REPORTING STAFF:</u>	None
<u>STATUS:</u>	Full-Time/Exempt

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 (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 Resource Family Approval (RFA) Recruiter & Family Engagement Specialist performs a wide range of activities related to the recruitment, approval, and retention of foster parents. The job's objective is to help ensure that Allies recruits and supports foster and adoptive families throughout the approval process, ensuring prospective families subscribe to the Allies community values. In addition, this position recommends to the Approval Team when a family has met all requirements, prepared to be approved and ready to meet the needs of the children who are in the care of Los Angeles County Department of Children and Family Services. This position will collaborate with another agency who is a member of **the community collaborative** ® during the recruitment, training and approval process therefore, working as a member of a team is imperative.

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.

- Identifies and recruits potential foster families through Raise A Child collaboration, speaking engagements in the community, phone recruitment, social media, mailings and other recruitment activities as assigned
- Plans, organizes, promotes and leads recruitment events on a routine basis to develop interest and awareness of need for more foster parents for waiting children in Los Angeles County
- Ensures all recruitment advertisements (brochures, social media, signage etc.) represents Allies' Mission, Vision and Values and adheres to the external communication guidelines
- Supports each family through the application process, collects and files initial approval paperwork, which includes all Allies contracts and most updated ILS (Interim Licensing Standards) required documentation for approval
- Partners with the RFA Program Supervisor to plan, coordinate and provides group orientations to prospective foster parents
- Attends, on occasion, pre-approval training to prospective foster parents to support approval paperwork process
- Maintains, records and prepares monthly reports on program referrals, recruitment and approval efforts
- Assesses readiness for and provides RFA Approval Team with recommendation for applicant family's home study
- Ensures all required elements of the approval process completed prior to referring to Director for final approval
- Maintains ongoing communication with the Raise A Child, a partner of the community collaborative™ Parent Advocates to ensure seamless collaboration with prospective foster parents
- Partners with UCLA TIES for Families, a partner of the community collaborative™ staff in the development and execution of the pre-approval training series
- Maintains confidentiality regarding children, families and operations of the agency



- Maintains knowledge of program standards and policies as developed by Allies for Every Child, Statement of Work, Community Care Licensing and other governing bodies; develops personal and professional knowledge by attending educational workshops, reviewing professional publications, establishing personal network and benchmarking state of the art practices
- Maintain confidentiality of clients and obtain and maintain on file legal releases of information when needed
- Comply with all applicable federal, state and county regulations, policies and procedures
- Evening and weekend hours are 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.

QUALIFICATIONS & EDUCATION:

- Bachelors' Degree in Social Work or a related field preferred
- 5 years working with children and families, or equivalent experience
- 3 or more years of foster care and adoption experience preferred
- Knowledge of the state and county approval requirements to be approved as a resource parent
- Passion and drive to recruit and support prospective foster parents for the underserved and overrepresented children, youth and teens within the foster care community
- Bilingual in English/Spanish - speaking and in writing preferred
- Inspiring, self-starter, with a commitment to teamwork
- 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
- Knowledge of community resources and experience with interagency collaboration preferred
- Ability to work independently, flexible, strong organizational skills, and commitment to teamwork
- 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 insurance, a safety record acceptable to CAA, and reliable transportation required

BECOME AN ALLY TODAY!

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