



JOB DESCRIPTION

<u>TITLE:</u>	WWK Adoptions Recruiter
<u>CATEGORY/DEPT:</u>	RFA - Adoptions
<u>REPORTS TO:</u>	WWK Program Supervisor
<u>REPORTING STAFF:</u>	None
<u>STATUS:</u>	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 30 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:

The Wendy's Wonderful Kids (WWK) Recruiter will connect youth who are waiting for permanent homes with families who wish to adopt by implementing and coordinating effective recruitment, matching and support services for a caseload of 12-15 youth. The recruiter will use the WWK evidence-based, child-focused recruitment model to identify possible permanent families and homes for youth in LA County's foster care system who are over the age of nine, have special needs and/or are part of a sibling group.

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.

- Work in partnership with child welfare agency staff to identify youth for the WWK program
- Review case records, interview youth, caseworkers, other agency staff with knowledge of the case and any available family members and/or other supportive connections to assist in the recruitment process
- Utilize internet search tools to identify and locate contacts within the youth's network to explore potential adoptive caregivers
- Create child-focused recruitment plans for the youth and meet with the youth on a monthly basis
- Team with the DCFS caseworker on a monthly basis to review the progress of the recruitment plan and progress of locating possible permanent caregivers for the youth
- Meet with family members and adult supportive connections to explore possible caregivers
- Once matched, work with the caseworker, youth and the prospective adoptive resource parent(s) to ensure replacement visits are initiated
- Assist with the development and coordination of transition planning with youth and matched family and provide placement support throughout process
- Attend educational opportunities provided by the Dave Thomas Foundation for Adoption including, but not limited to: WWK classroom training, online modules, database training, webinars, and the Wendy's Wonderful Kids Summit hosted by the Foundation
- Submit monthly data in the WWK database
- Willing to work 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:

- Bachelor's Degree with two (2) years' post graduate experience
- Relevant experience in child welfare including knowledge of issues surrounding foster care, adoption, trauma, and Los Angeles County Department of Children and Family Services (DCFS)

- Bilingual in English/Spanish preferred
- Inspiring, self-starter, with a commitment to teamwork
- Flexible and able to work independently
- Belief that all children deserve legal permanency
- Demonstrated ability to organize and manage multiple projects
- Demonstrated ability to cultivate strong working relationships with diverse populations, including public agency staff
- Willingness to engage in cold calling people identified as leads/connections to youth and potential permanency
- Excellent verbal and written communication skills
- Strong organizational and time management skills
- Basic computer skills required – Word, Excel, and 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, TB test, proof of immunizations for Covid-19, pertussis, measles and influenza (can decline)
- Class “C” driver’s license, proof of insurance, a safety record acceptable to CAA, and reliable transportation required

#BECOMEANALLYTODAY!

FOR CONSIDERATION: Send cover letter & resume to humanresources@alliesforeverychild.org

Full Benefits Package offered including:

- *Competitive pay*
- *100% employer contribution to: Health - Kaiser or Anthem, Dental, Vision*
- *401k retirement plan with employer match*
- *Employee Assistance Program*
- *Professional Development*
- *12 paid holidays, sick leave, vacation, and 2 personal days for anniversary of employment and birthday*
- *Opportunities for growth and advancement*
- *Initial and ongoing training/mentorship to all employees*

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.*