JOB DESCRIPTION

TITLE: Foster Family Agency Social Worker
CATEGORY/DEPT: Strengthening Families – Foster Care & Adoptions
STATUS: Full-Time Exempt
REPORTS TO: Director of Foster Care & Adoptions
REPORTING STAFF: N/A

AGENCY OVERVIEW: Westside Children’s Center (WCC) 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, WCC 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: WCC contracts with the Department of Children and Family Services (DCFS) to protect at-risk children and strengthen families. Foster Family Agency 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 foster and adoptive homes. Foster Family Agency Social Workers also support recruitment efforts, certification process, and the training of foster and adoptive parents.

ESSENTIAL JOB DUTIES:
- Conduct weekly home visits to certified foster/adoptive families to assess and address the needs of children and to provide support to foster/adoptive 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 WCC’s recruitment of foster/adoptive parents by representing WCC 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 recertification of foster/adoptive homes
- Participate in case conferences, clinical 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, Department of Mental Health (DMH), and other community partners
- Facilitate/Co-facilitate monthly support group for certified foster parents
- Assess families’ strengths and needs and prepare foster/adoption home studies on prospective foster/adoptive families
- Facilitate/Co-facilitate Model Approach to Partnerships in Parenting (MAPP) training program
- Participate in the intake process and placement of children with foster/adoptive families
• Collaborate with DCFS and medical professionals to best address the children's well-being throughout the foster/adoption process
• Participate in foster home inspection and file preparation for DCFS & Community Care Licensing (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.

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
• 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
• Class “C” driver's license and proof of automobile insurance
• Access to reliable transportation
• 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

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:
• Frequently walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear
• Often required to stand and sit; reach with hands and arms; and stoop, kneel, crouch, bend, squat, or crawl
• Ability to lift and carry up to 25 pounds and in case of emergency, a 40-pound child
• Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
• Frequently required to drive a motor vehicle

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

REQUIREMENTS:
• Successful completion of background check: DOJ, FBI & CACI
• Successful completion of pre-employment physical and TB Risk Assessment
• Must possess a valid California Driver License, have use of a motor vehicle, and provide evidence of automobile liability insurance

FOR CONSIDERATION:
• Send cover letter and resume to hr@westsidechildrens.org