



JOB DESCRIPTION

CATEGORY/DEPT: Strengthening Families Department
TITLE: Director of Resource Family Approval (Foster Care and Adoptions)
STATUS: Full-Time Exempt
REPORTS TO: Chief Program Officer
REPORTING STAFF: Yes

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. The Director of Resource Family Approval is responsible for overall programmatic success of Westside Children's Resource Family Approval program. The responsibilities of the Director of Resource Family Approval include supervising clinical staff, conducting foster parent recruitment and training, ensuring contract compliance, building community relationships, ensuring policy implementation, drafting new policies, ensuring timely billing, and ensuring excellent adoptive matching and support of children and families. Additional responsibilities include, conducting and/or review home studies, conducting MAPP parent training classes.

ESSENTIAL JOB DUTIES:

- Provide programmatic oversight of the Resource Family Approval program.
- Provide clinical supervision to Resource Family Approval staff and sign off on hours for clinicians working towards licensure
- Monitor the psychological stability, physical well-being, and developmental progress of children in WCC resource family homes
- Oversee strategic growth of the program through managing resource parent recruitment, pursuing outreach opportunities, making presentations, and timely responsiveness to potential resource parents
- Develop new community relationships in support of resource parent recruitment and maintain existing relationships
- Assist potential resource parent families in progressing quickly from point of interest through preparation and approval as a WCC resource parent
- Assign, conduct and/or review home studies to assess resource parent applicants, utilizing the Structured Analysis Family Evaluation ("SAFE") format
- Empathically redirect applicants who are not a fit for the program in a timely manner
- Facilitate MAPP trainings and orientations, support groups, and other events throughout the year

- Manage visitation and/or monitor visits with foster children and their biological families as needed
- Oversee program quality assurance including chart review and audit preparation
- Oversee DCFS and Community Care licensing annual audits
- Produce reports for DCFS, Community Care Licensing, and courts
- Develop new policies and procedures as may be required by funders, DCFS, or program as need
- Cultivate and maintain relationships with current and potential foster-adoptive parents
- Attend weekly supervision meetings with the Chief Program Officer
- Ensure high quality care for foster and adoptive children and comprehensive support for parents
- Represent WCC at community forums and quarterly meetings
- Facilitate staff meetings and attend other programmatic meetings
- Adhere to all legal, ethical, and professional practice standards
- Staff must believe in and act in accordance with both the agency's and the program's mission statements
- Other duties as assigned

QUALIFICATIONS & EDUCATION:

- Master's Degree in Social Work preferred or Master's degree in Marriage and Family Therapy or Psychology with an approved exception
- California Licensed Clinical Social Worker or Licensed Marriage and Family Therapist, two (2) years post licensure
- Ability to supervise staff for licensing hours required
- Two (2) years managerial or administrative experience in a foster care or adoption setting preferred
- Three years of full-time employment in the field of family or child welfare or two years' work employment in a licensed foster family/resource family agency or adoption agency
- Passion for child abuse and neglect prevention and a commitment to finding nurturing families for children in need
- Knowledge of Title 22 and Community Care Licensing requirements preferred
- Knowledge of Continuum of Care Reform and interim licensing standards preferred
- Able to manage and develop recruitment tools, relationships, and methods
- Knowledge of community resources and experience with interagency collaboration preferred
- Ability to work independently, flexible, strong organizational skills, commitment to teamwork, and excellent communication skills
- Ability to speak in public at recruitment forums
- Ability to handle multiple projects and deadlines
- Excellent written ability in English and ability to communicate effectively
- Ability to effectively establish rapport and maintain appropriate boundaries with supervisees, staff, and clients
- Basic computer skills required – Word, Excel, 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.
- Personal transportation
- Class "C" driver's license, proof of automobile insurance, a safety record acceptable to CCL, and access to reliable transportation required
- Subject to a criminal background check prior to employment

Westside Children's Center is an equal opportunity employer, encourages all applicants, and seeks to hire qualified staff who reflect the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, nationality, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.