



JOB DESCRIPTION

<u>TITLE:</u>	Up-Front Assessment Contractor
<u>CATEGORY/DEPT:</u>	Independent Contractor/Family Preservation
<u>REPORTS TO:</u>	Clinical Specialist
<u>REPORTING STAFF:</u>	None
<u>STATUS:</u>	Independent Contractor

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 (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 scheduling and conducting bio-psychosocial assessments, providing preliminary summary report within two hours of the initial assessment interview, providing a final written Behavioral Severity Assessment Program (BSAP) reports within 24-hours of evaluation, and participating in Child and Family Team meetings or Multidisciplinary Case Planning Committee meetings as needed.

ESSENTIAL JOB DUTIES:

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

QUALIFICATIONS & EDUCATION:

- MSW or MFT degree and registration with the California Board of Behavioral_Sciences (with associate's number or intern number) required
- Knowledge of issues related to mental health, domestic violence and/or substance abuse
- Knowledge of, or experience working with the child welfare system preferred
- Experience working with families and children in community settings preferred
- Knowledge of child abuse/neglect prevention preferred
- Home visitation experience preferred
- Excellent verbal and written communication skills
- Excellent time management and organization skills required
- Computer skills required – Word, Excel, Software applications
- Experience working with diverse groups and populations
- Passionate about learning and issues affecting children and families
- Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption
- Successful completion of pre-employment physical and PPD risk assessment
- Class "C" driver's license, proof of insurance, and access to reliable transportation required.
- All employees, serve as role models for children and adolescents who are served by our agency. Therefore, each employee must at all times be emotionally stable and able to function effectively with children, adolescents and adults who may have mental or behavioral health problems. The staff must be able to demonstrate appropriate daily behavior, appropriate expression of emotions, as well as appropriate role modeling. Hostility, aggression and unnecessary or inappropriate physical actions as well as inappropriate emotional expression are not acceptable.

Westside Children's Center is an equal opportunity employer and 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.

FOR CONSIDERATION:

- Send cover letter and resume to hr@westsidechildrens.org