



POSITION TITLE: FFA/Intensive Services Foster Care Social Worker

PRIMARY SUPERVISOR: FFA Supervisor

DEPARTMENT: FFA/ISFC

SUPERVISES: N/A

STATUS: Exempt

SALARY RANGE: Beginning salary will be commensurate with education and experience and based on appropriate industry standards.

POSITION DESCRIPTION: The Social Worker is responsible for the supervision of the treatment plans for the children on his/her caseload. The Social Worker is responsible for working with the child, foster family, natural family, significant others, placing agency, and adjunct treatment persons to enable the child to attain his or her treatment goals. The position requires that the individual be knowledgeable of, and be in compliance with the applicable laws and regulations of the client population served and the programs provided. The individual must have the ability to work effectively with others, manage personnel and program matters as they apply to the position.

REQUIREMENTS & QUALIFICATIONS:

1. Master's Degree is required in a field approved by the State Department of Social Services, Community Care Licensing Regulations
2. Bilingual English/Spanish Speaking
3. Ability to work weekends as scheduled/needed
4. Provides support services to the Certified Foster Parents including response capability 24 hours a day
5. Likes collaborating and communicating with a multidisciplinary treatment team
6. Complete required documentation and maintain client files according to agency standards
7. Maintain standards of confidentiality
8. Maintain positive work relationships in a respectful and collaborative manner
9. Maintain good communication to ensure others have necessary information
10. Sensitivity to working with culturally diverse populations
11. Good computer literacy skills; utilize computer applications in a Windows environment such as Microsoft Word, Excel, and EHRS
12. Must possess a valid California Driver's License
13. Statement of sound physical health from a licensed physician, including tuberculin skin test
14. Fingerprint clearance from the Department of Justice, FBI and Child Abuse Index
15. Must meet all requirements set by Community Care Licensing pertaining to the hiring of employees by a licensed community care facility
16. Ability to establish rapport with children and families as well as work effectively within the agency and the social work community at large

DUTIES & RESPONSIBILITIES:



All of the responsibilities listed below are considered essential functions of this position. Additionally, this position is expected to ensure adherence to the core operating values and the strategic direction of the agency.

1. Participate and collaborate with child's treatment plan
2. Assist in screening, training and selection of foster parents
3. Coordinate all activities involving the birth parents (including counseling, court appearances, home visits and reunification efforts)
4. Provide in-home training and support to the foster parents during weekly meetings
5. Provide weekly visits for each child in the foster home and work closely with the multidisciplinary treatment team at least once per week
6. Request treatment team meetings as needed
7. Attend all program staff meetings, treatment reviews, IEPs and other agency meetings as necessary
8. Meet at least once per week with designated supervisor
9. Chart weekly progress notes
10. Conducts pre-admission screening and admission procedures
11. Reviews children's file upon receipt
12. Conducts intake meeting with child, natural family (if available), foster family and placement worker and completes all appropriate paperwork
13. Completes the Intake Packet forms and gives copies of signed forms to all persons who signed the forms; Forms that have yet to be signed by parent/guardian, child, and/or placement worker will need to be mailed out immediately
14. Places children in Certified Family Homes
15. Develops an Appraisal/Needs Plan with input from the placement worker, the child, and natural parents (if appropriate and available)
16. Maintains a log of follow-up contact in the child's file
17. Keeps records of allowances for all foster children five years old and over assures allowances are spent appropriately
18. Arranges, prepares, and leads all Initial and Quarterly Needs and Services Plans, and completes full report within five (5) working days prior to the due date for supervisor's review; Following supervisor's approval, copies of these reports are to be sent immediately to the placing agency, and outside therapist (if involved); Goals are to be given to and discussed with the foster family
19. Functions as liaison with the placement agency, the child's therapist, family, school personnel, supervisor and/or any other adjunct treatment persons; Provides all necessary paperwork for child's school enrollment and participation in therapy and other activities
20. Provides weekly consultation to the foster parent, in the foster home, regarding the child's treatment; Consultation will consist of discussion of child's progress towards goals as defined in the Needs and Services Plan, as well as teaching and discussion of therapeutic interventions, disciplinary techniques and foster parent training; track and adapt goal changes and document
21. Provides weekly face-to-face visit with each child to accomplish treatment goals, minimum of one of which shall be in the Certified Family Home; If a child has needs that require the services of an outside therapist for a particular issue, the

- social worker will collaborate with the therapist; This collaboration is necessary for purposes of consistency and support of the written treatment goals
22. Documents child's weekly progress at home, school, and/or work, major incidents, visitation and other significant, collateral contacts
 23. A continual assessment of the Placed Children will be done to:
 - a. Determine if the FFA can meet the Placed Child's Service needs;
 - b. Facilitate and implement the Legal Permanency Plan; The continued development and implementation of the Placed Child's Needs and Services Plan, including the Transitional Independent Living Plan
 24. Obtains approval from placement worker prior to allowing any contact between the child and others; Approves and facilitates all ongoing visitations with child
 25. Encourages foster parent to involve child in community activities and extra-curricular activities
 26. Completes the initial and continued evaluation, training, and monitoring of the Certified Foster Parents
 27. Coordinates child's discharge with placement worker, foster family and parent/guardian
 28. Provides transportation as needed
 29. Coordinates a child's Child and Family Team meeting (CFTM) as needed and appropriate
 30. Submits termination report to the Supervisor or designee within five (5) days
 31. Submits all incident reports, home studies and any other documentation to supervisor for approval
 32. Performs Quarterly foster home inspection and documents; ensure compliance with CCL regulations
 33. Completes initial home studies on prospective foster parents assigned by supervisor and makes recommendations with required certification; Submits foster parent home study updates as directed for annual re-certification required by CCL
 34. Completes staff training as required by the agency and CCL
 35. Attend staff development and general staff meetings
 36. Arrange work schedule or required hours to the benefit of the program
 37. Perform other duties that may be necessary or in the best interest of the agency

DUTIES AND RESPONSIBILITIES-AS NEEDED:

1. Ensures educational needs of the children are being met by attending school meetings and IEP meetings
2. Assists supervisor with training of new staff
3. Prepares materials, attends and teaches on-going foster parent trainings as scheduled
4. Attends and/or facilitates foster parent training and support groups as directed by supervisor
5. Performs duties as assigned

Adheres to all legal parameters for ensuring and maintaining clients' confidentiality including HIPAA, State and Federal laws.



Knowledge, Skills and Abilities

Analytical Ability	Teamwork	Problem solving	Quality Management
Technical Skills	Interpersonal Skills	Excellent oral & written communication	Delegation
Business Acumen	Professional Demeanor	Strong Ethics & Judgment	Motivational skills
Must be adaptable	Excellent Attendance & Punctuality	Dependable	Takes initiative
Time Management	Leadership	Flexibility	Enthusiasm
Appreciation of Diversity	Intermediate skill with MS Word, Excel, and Outlook	Detail Oriented	Strong Organizational Skills

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas.

The Village Family Services (The Village/TVFS) is an internationally accredited, leading bilingual family wellness organization that provides culturally sensitive, trauma-informed mental health, homeless and foster care services to thousands of Los Angeles County’s most vulnerable and underserved children, youth, and their families. We specialize in helping LGBTQ and transition age youth who are in crisis and are recognized for our community response for ending youth homelessness.

To apply, please email resume along with cover letter to hr@thevillagefs.org with subject line Foster Care Social Worker.