



POSITION TITLE: RFA Recruitment and Training Coordinator

PRIMARY SUPERVISOR: FFA Recruitment and Training Supervisor

DEPARTMENT: FFA

SUPERVISES: Program Staff

STATUS: Exempt

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

POSITION DESCRIPTION: The Recruitment and Training Coordinator is primarily responsible for implementation of all foster care training responsibilities, including training of resource parents and foster care department staff. This position is responsible for overseeing the work of the Recruitment and Retention Specialists, with the primary goal of expanding the source of referrals. This individual will work alongside with resource family specialists, resource families, extended family members, community partners, and or other persons to assist in the resource family and extended family approval process. The position requires that the individual be knowledgeable of and in compliance with the applicable laws and regulations of the resource family approval process and strategies on recruitment of new families. The individual must have the ability to work effectively with others, manage personnel and program issues as they apply to the position. The Coordinator will also recruit by introducing prospective resource families to the Agency through advertising, phone interviews, social media, and presentations to businesses, clubs, and community organization. This person will work in cohesion with other recruitment staff to ensure the approval and reapproval requirements set by Community Care Licensing and the agency are fully met, and to maintain open communication with appropriate staff regarding the approval completion status of upcoming resource families.

The goal is to build a cohesive, communicative, knowledgeable group of long-term, dedicated resource families that can provide care and support to youth at any level of care needed. This individual will display understanding of Foster Care Administration, Title XXII regulations, and ensure compliance with DCFS contracts, Interim Licensing Standards (ILS) and Continuum of Care Reform Provisions. The Individual will have knowledge and experience with the child welfare system and understanding of the impact of trauma on this population.

REQUIREMENTS & QUALIFICATIONS:

- Master's Degree in a field approved by the State Department of Social Services, Community Care Licensing Regulations OR
- Bachelor's degree in a behavioral science from an accredited college or university and three years of experience in a child welfare program and two years of employment in a licensed FFA. They may be granted an exception provided he/she completes the coursework and field experience requirements specified above
- Bilingual English/Spanish Highly Preferred
- Must Possess a valid California driver's license



- Statement of sound physical health from licensed physician, including tuberculin skin test
- Fingerprint clearance from the Department of Justice
- Must meet all requirements set by Community Care Licensing pertaining to the hiring of employees by a licensed community care facility
- Experience working directly with foster parents in a foster family agency
- Excellent public relations and communication skills
- The individual must have an outgoing personality, be self-motivated, and have professional demeanor and appearance

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. Develops and upgrades the agency's staff, pre-certification, and recertification trainings, through ongoing assessment of the foster care's program needs; this includes working alongside the management of foster care program, to ensure that contractual training requirements are being met
2. Lead coordinator in all pre-certification and recertification trainings, which involves coordination of training content, locations, times, and other logistical support
3. Keeps training material up to date and available to staff and resource families
4. Develop training content for FFA staff, pre-certification, and recertification trainings
5. Participate and facilitate orientations and trainings with prospective resource families; maintain and update training schedules as assigned
6. Oversee all resource parent compliance and track resource parents' progress through training and approval
7. Assist with initial screening of prospective applicants and home inspections as needed
8. Able to provide weekly supervision to the Recruitment and Retention Counselors to support existing foster parents and to expand referral sources and to support them in conducting their community outreach to expand referral sources
9. Support and coordinate the Recruitment and Retention Counselors in managing the certification process of at minimum 20 prospective families into Home Study during a fiscal year
10. Support the Recruitment and Retention Counselors in completing all the required paperwork for initial certification and ensure that all documentation and training is completed accurately and uploaded into appropriate data platform upon certification
11. Support the Recruitment and Retention Counselors and Resource Family Specialists in completing all clearances, paperwork and other administrative requirements; ensure all trainings are renewed in a timely manner and all data is



- uploaded to the appropriate platform to support the recertification process of an existing resource family
- 12. Seek outreach opportunities, plan, schedule, and develop recruitment marketing and community outreach events
- 13. Implement community recruitment strategies identified and developed in the weekly recruitment team meetings
- 14. As a part of an overall recruitment strategy of resource parents, they will develop community awareness of the agency; schedule speaking engagements within the community, and give presentations
- 15. Conduct up to 3 community visits per week to seek out additional referral sources
- 16. Present their weekly report for recruitment strategy to upper management foster care staff
- 17. Assist with advertisement through appropriate media and continually explore alternative avenues of advertising and recruiting resource parents
- 18. Liaise between FFA department and other agency departments to enhance, develop, upgrade, test and implement existing software, for department sustainability and growth
- 19. Maintain resource families in all Foster Care Systems as directed
- 20. Attend regularly scheduled agency wide meetings and other meetings as required or assigned
- 21. Conduct all functions in accordance with Agency guidelines, policies, and procedures
- 22. Comply with applicable professional licensing or approval requirements and ethics
- 23. Arrange work schedule or required hours to benefit of the program
- 24. Perform any other duties assigned necessary for the best interest of the agency

Confidentiality and Privacy

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
Organizational skills	Interpersonal Skills	Excellent oral & written communication	Delegation
Business Acumen	Professional Demeanor	Strong Ethics & Judgment	Motivational skills
Detail oriented	Excellent Attendance & Punctuality	Dependable	Initiative
Time Management	Leadership	Flexibility and Adaptable	Appreciation of Diversity



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 Recruitment & Training Coordinator.