



POSITION TITLE: FFA Recruitment and Training Supervisor

PRIMARY SUPERVISOR: Foster Care Administrator

DEPARTMENT: FFA & ISFC

SUPERVISES: Foster Care administration Staff

STATUS: Exempt

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

POSITION DESCRIPTION:

Oversee the maintenance and implementation of technology systems through a long-term foster care technology strategy, that specifically relates to resource parent and client's electronic records and the software that supports these systems. Respond to digital issues, implement electronic system upgrades, and track data and communications to ensure the department is functioning appropriately to meet their financial contracts; this will occur through ongoing communication regarding the department's technological needs, with other corresponding departments including Information Technology, Human Resources, Finance and Facilities.

Collaborate with outside entities such as Community Care Licensing, DCFS' Out of Home Care, the Department of Justices, to manage changes within their electronic systems, such as the PMIS, Guardian, and the Foster Care Search System. Manage and support all administration staff in the foster care department, including the Recruitment and Retention Specialists, Recruitment and Training Coordinator, Intake Coordinator, Family Resource Specialist, and foster care interns. Oversee the recruitment strategy for new resource parents, to increase overall agency referrals within the Foster Care Department.

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:

- A Master's Degree in a field approved by the State Department of Social Services in accord w/Community Care Licensing Regulations from an accredited college or university; three years of experience in a child welfare program; two years of employment in a licensed FFA. They may be granted an exception provided they complete the coursework and field experience requirements specified above
- Advanced working knowledge of client electronic records
- Experience managing technological systems and data base systems



- Must Possess a valid California driver's license
- Statement of sound physical health from a 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 resource parents in a foster family agency
- Excellent public relations and communication skills; must have an outgoing personality and be self-motivated; professional demeanor and appearance is necessary

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. Conduct weekly supervision with all administrative staff in the Foster Care and Recruitment Team
2. Coordinate the screening and referral process of prospective applicants to foster DCFS placements including Intensive Services Foster Care
3. Manage weekly Resource Parent referral statistics for a busy foster care agency; track and report growth and sustainability through various software platforms including but not limited to Binti, Periscope, Exym and CCL Web portal
4. Maintain the following data tracking systems to include, but are not limited, to reporting for Inactive/Active statistics, Decertification/Certification statistics, Home study Reporting statistics, Referrals statistics, Troubleshooting Exym and BINTI problems and incidents, Placement statics, Foster Track Reporting, Stark Referral statistics, and Raise a Child Referral statistics
5. Attend and represent the agency at county resource family events and agency recruitment events as needed
6. Develop a weekly recruitment and retention meeting for the purpose of creating a recruitment methodology plan to identify new referral sources
7. Remove and add referrals to BINTI list, take lead in signing off on all certifications through BINTI, lead special projects concerning BINTI, Exym, etc.
8. Oversee the implementation of all recertification and pre-certification training systems including ensuring that resource parents can easily access Foster Parent College, in person training events, and online live training events
9. Track and prepare the home study report, and present findings and recommendations to agency management on a weekly basis
10. Track and prepare bed capacity report and present findings and recommendations to the agency management staff
11. Track the status of inactive and active families and develop a plan of overall retention of those families



12. Ensure that all clearances, administrative requirements, and trainings are renewed in a timely manner to support the recertification process of an existing resource family
13. Ensure that all the required paperwork for recertification is completed accurately and uploaded into appropriate data platform
14. Provides counsel and overall recommendations to foster care worker staff to support resource parents
15. Collaborate with development department to review marketing and agency brands
16. Collaborate with marketing partners such as Raise a Child to ensure that contractual arrangements are being completed and to ensure that events are attended by staff
17. Develop pre-certification, recertification, and CPR annual calendars
18. Support the Recruitment and Training Coordinator in developing training content for ISFC and FFA programs
19. Participate and facilitate orientations and trainings with prospective resource families; maintain and update training schedules as assigned
20. Manage, coach, and guide the Home Study Writer/SW position
21. Collaborate with placement coordinators, to ensure that resource parents are receiving the appropriate supports to ensure that newly certified parents are prepared to take placements
22. Approve incentive requests, promotional referral bonuses, other promotional offerings
23. Manage and support Foster Care Interns for their enrichment experience and support the foster care programs and foster parent needs
24. Ensure that resource parent family data is accurate in the FCSS (Foster Care Search System)/ PMIS
25. Assist FFA placement resource parent billing and reporting process
26. Ensure that all agency and contractual paperwork is properly completed in the appropriate data platform in compliance with federal, state, and county contracts and agency standards
27. Attend regularly scheduled agency wide meetings and other meetings as required or assigned
28. Conduct all functions in accordance with Agency guidelines, policies, and procedures
29. Comply with applicable professional licensing or approval requirements and ethics
30. Arrange work schedule or required hours to benefit of the program
31. Perform any other duties assigned that may be 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

<ul style="list-style-type: none"> Analytical Ability 	<ul style="list-style-type: none"> Teamwork 	<ul style="list-style-type: none"> Problem solving 	<ul style="list-style-type: none"> Quality Management
<ul style="list-style-type: none"> Organizational skills 	<ul style="list-style-type: none"> Interpersonal Skills 	<ul style="list-style-type: none"> Excellent oral & written communication 	<ul style="list-style-type: none"> Delegation
<ul style="list-style-type: none"> Business Acumen 	<ul style="list-style-type: none"> Professional Demeanor 	<ul style="list-style-type: none"> Strong Ethics & Judgment 	<ul style="list-style-type: none"> Motivational skills
<ul style="list-style-type: none"> Detail oriented 	<ul style="list-style-type: none"> Excellent Attendance & Punctuality 	<ul style="list-style-type: none"> Dependable 	<ul style="list-style-type: none"> Initiative
<ul style="list-style-type: none"> Time Management 	<ul style="list-style-type: none"> Leadership 	<ul style="list-style-type: none"> Flexibility and Adaptable 	<ul style="list-style-type: none"> 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 FFA Recruitment & Training Supervisor.