



WESTSIDE CHILDREN'S CENTER

JOB DESCRIPTION

TITLE: Project Coordinator, Foster Care and Adoptions

REPORTS TO: Clinical Director, Family Support

DUTIES: Conduct MAPP classes, home studies, home visits, monitor visits, and recruit foster parents

RESPONSIBILITIES:

- Schedule and teach MAPP trainings throughout each calendar year.
- Cultivate and maintain relationships with current and potential foster-adoptive parents
- Schedule timely follow-up with potential foster-adoptive parents once MAPP courses are completed.
- Assist potential foster/adoptive families in preparation of becoming a WCC certified foster-adoptive parent.
- Visit foster families and children in accordance with the DCFS Statement of Work and Title 22
- Conduct home studies to assess foster/adoptive applicants following the Structured Analysis Family Evaluation ("SAFE") format.
- Monitor the psychological and physical stability of children in WCC foster-adoptive homes.
- Monitor visits with foster children and their biological families
- Develop and execute a recruitment plan for obtaining foster/adoptive parent
- Attend weekly supervision meetings with the Family Support Clinical Director
- Consult with WCC's Clinical Director before making a child abuse report, communicating with an attorney, or taking action in any other situation involving clinical, legal or ethical decisions.
- Adhere to all legal, ethical and professional practice standards.
- Occasionally may be required to carry out or assist with other tasks in addition to the duties listed on this job description

QUALIFICATIONS:

MSW or MFT intern and registered with BBS required; LCSW or LMFT preferred. Minimum of two years clinical experience required. Knowledge of child abuse/neglect prevention. Knowledge of community services and linkages. Knowledge of the child welfare system. Able to develop recruitment tools and methods. Ability to work independently, flexible, strong organizational skills and excellent communication skills. Bilingual in English/Spanish strongly preferred. Demonstrated ability to write in English/Spanish proficiency. Valid California Driver's license, CA auto insurance and a safety record acceptable to CAA. Subject to a criminal background check prior to employment.

All employees/contractors, regardless of position, serve as role models for children and adolescents who are served by our agency. Therefore, each employee/contractor 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 is not acceptable.

FOR CONSIDERATION:

Send cover letter and resume to hr@westsidechildrens.org