



# Job Description

<b>Department:</b>	Relative Home Assessment Services	<b>Location:</b>	Canoga Park
<b>Job Title:</b>	RHAS Program Manager	<b>Reports to:</b>	DCFS Program Director
<b>Exempt/Non-Exempt:</b>	Exempt	<b>Revision Date:</b>	1/2025
<b>Position Type:</b>	Full-Time (40hrs/week)	<b>JD Approved by:</b>	Sara Pineda
<b>Pay Range</b>	\$67,000 - \$70,000	<b>Apply at:</b>	<a href="mailto:Sara.p@ecda.org">Sara.p@ecda.org</a>

## Job Description

### Position Summary

The Relative Home Assessment Services (RHAS) Program Manager (PM) is under the supervision of the Program Director and will primarily provide supervision to program paraprofessionals. PM will provide administrative oversight of services provided to the target population identified in the Relative Home Assessment Services (RHAS) contract therefore providing required Resource Family Approval (RFA) services. The PM shall conduct Relative Home Assessment services consisting of assessment, training, linkage and other tasks as necessary to fulfill program needs. The PM will provide services within the field, community and office setting as needed. The CA will need to be available to work some late nights and weekends. The PM will attend supervision with the Agency's CPD. The PM will be culturally sensitive and competent and understand the population's needs and challenges. The PM will oversee reporting process, staffing, documentation guidelines, quality assurance process, along with the team facilitate services as well as conduct outreach and collaboration with DCFS and other entities as necessary. The PM will mentor, and coach staff as needed. The PM must have excellent time management, computer, communication, and documentation/record keeping skills. The PM must be able to handle a large workload, work cohesively with other team members, adhere to deadlines and quality assurance reviews, and follow the procedures and protocols of the Agency and the department of Child and Family. PM will attend meetings as requested by CPD.

### Role and Responsibilities

- Oversee the daily Contract operations and delivery of services.
- Supervision of staff.
- Provide County Program Managers (CPMs) with contact information regarding program and staffing schedule.
- Discuss any staff performance issues with CPD.
- Supervise, facilitate staff training, mentoring, coaching and provide technical program support.
- Provide the CPMs with Weekly Reconciliation Record of RHAS Referrals.
- Provide the CPMs with a Monthly Relative Home Assessment Services Completion Report in a timely manner.
- Ensure that contact and initial RHAS applicant guidelines are followed by staff.
- Complete evaluations, outcomes, reports and required documentation/paperwork in a timely manner.
- Have strong management and administrative skills.
- Facilitate outreach and trainings as needed.
- Collaborate with Agency staff, other organizations or contacts and professionals on cases including DCFS, Probation and Mental Health Providers.
- Attend meetings as required and requested.
- Conduct Presentations and participate in outreach events.
- Conduct Relative Home Assessment services consisting of assessment, training, linkage and other tasks as assigned.
- Provide Pre-Approval and Post-Approval Training to participants as needed.
- Conduct face-to-face discussion and psychoeducation on specified topics as needed.
- Attend and successfully complete the DCFS provided RHAS Training prior to working with DCFS clients as needed.
- Provide RHAS contract service for Applicants and Relative/NREFM Resource Families per RHAS Training as needed.
- Conduct the Family Home Environment Checklist within 45 days of the RHAS Referral as needed.
- Conduct on-site caregiver home inspection(s) to ascertain compliance as needed.
- Provide photo document compliance/non-compliance per program guidelines as needed.



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- Develop, as needed, a Resource Family Approval (RFA) Applicant Home Environment Corrective Action Plan and/or Home Environment Documented Alternate Plan as needed.
- Ensure that a list of emergency telephone numbers is prominently displayed in an Applicants' home for immediate reference per RFA Program Emergency Procedures.
- Arrange purchase, delivery and set-up for furnishings, supplies, and services that will enable the Applicant Home to become RFA Program compliant as needed.
- Make an appointment and return to verify and photo document successful implementation of Plan, as needed.
- Conduct an annual update of RFA and report findings.
- Travel throughout the County as needed to direct or provide the delivery of RHAS contract services.
- Receive RHAS Referrals from the CPD unless otherwise agreed to.
- Must be available to work required evening and weekend hours.
- Must be able to handle crisis situations and be available for crisis coverage after hours.
- Must be culturally competent and sensitive.
- Required to learn and comply with Agency & DCFS policies, procedures and ethical standards, HIPAA laws and guidelines.
- Must be available to testify before the Los Angeles County Juvenile Dependency court or for State Hearings as to the services provided.
- In accordance to with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.
- Believe in and act in accordance with Agency's and the program's mission statements.
- Adhere to legal, ethical and professional practice standards including: consulting with supervisor before making a child abuse report, communicating with an attorney, or taking action in any situation involving clinical, legal or ethical decisions.

## Qualifications and Education Requirements

- Bachelor's degree in social work, Psychology and/or a related Behavioral Science Degree from an accredited University or College.
- Bilingual (English/Spanish) with excellent oral and written communication skills.
- One (1) year of professional experience as a case manager or in the field of social work, behavioral science or social science preferred.
- Knowledge of child abuse/neglect prevention.
- Home visitation experience desired.
- Must have great organizational skills, be detail oriented and a self-starter with the ability to multitask.
- The ideal candidate should be personable and have experience in the social services field with familiarity in the mental health field.
- Candidate needs to be motivated and able to communicate effectively, and efficiently, both verbally and in written format.
- Strong computer literacy including Microsoft Word, Excel, Access, Adobe PDF, Outlook, Google Drive, Internet, and other standard equipment.
- Must clear HIPAA certification, Department of Justice, and TB clearance.
- Must have a reliable vehicle/access to transportation, valid California driver's license, and be responsible for all liability on vehicle.

## Comment

Candidates must be able to work effectively with their team and Manager, demonstrate adaptability, and can accomplish program goals and objectives. Candidates should demonstrate empathy, courtesy, interest, and a willingness to adhere to safety rules, as well as computer, email, Internet, and dress code policies. Must have valid California driver's license and use of personal vehicle that has liability car insurance. Candidates will receive their required BBS supervisory ratio for client services provided.



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The benefits of joining the ECDA team include health insurance, vision, dental, long-term disability, AD&D, life insurance, vacation, sick leave, paid holidays, jury duty, bereavement, and 401K matching.

All employees must demonstrate an understanding, patient, and receptive attitude toward individuals of varied age groups, behaviors, and varied disabilities. Employees must have the ability to maintain composure under stressful conditions. Staff must be able and willing to work with clients who have special needs and/or aggressive behaviors (i.e., biting, kicking, hitting, emotional outburst, etc.). Staff must have behavior management strategies and techniques relating to clients experiencing behavioral difficulties, positive behavioral interventions and applied behavioral analysis.

El Centro de Amistad provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, El Centro de Amistad complies with applicable state and local laws governing nondiscrimination in employment at every company location. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## Acknowledgment

By signing below, I acknowledge that I have read and understand the position description for this position, including the working conditions listed below. I feel I am qualified to perform the position duties as described, including the physical and mental requirements as outlined.

By signing below, I feel I am qualified to perform the position duties as described with the following reasonable accommodations:

Employee Name:		Date:	
Employee Signature:			



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<b>Physical Demands:</b>			
	FREQUENTLY	OCCASIONALLY	SELDOM
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carrying	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Finger Movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Environmental Demands:</b>			
Outside:	Ability to spend 20% of work time outside		
Inside:	Ability to spend 80% of work time indoors		
Noise:	Ability to withstand moderate to high noise levels, including voice levels 90% of time		
Heat:	NA		
Cold:	NA		
Electric Equipment:	Ability to operate office equipment, computer, copier, and cellphones		
Work with Others:	100% of time spent working and interacting with team and other departments		
Reading	Ability to read at a college level		
Writing	Ability to write at a college level		

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by staff members assigned to this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the staff member assigned to this job.

**To apply or any questions, please email Sara Pineda at [Sara.p@ecda.org](mailto:Sara.p@ecda.org).**