

## JOB DESCRIPTION

Division/Department	<b>DCFS - Relative Home Assessment Services (RHAS)</b>	
Location	<b>Canoga Park, CA</b>	
Job Title:	<b>Relative Home Assessment Services Paraprofessional</b>	Reports to: <b>RHAS Program Manager</b>

Level/Grade	Type of position:	Hours <u>40+</u> / week
	<input checked="" type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> Nonexempt

### GENERAL DESCRIPTION

The Relative Home Assessment Services (RHAS) Paraprofessional is under the supervision of the RHAS Program Manager and is primarily responsible for the daily interaction with and providing training services to the target population identified in the Relative Home Assessment Services (RHAS) contract and for providing required Resource Family Approval (RFA) services. The RHAS Paraprofessional shall conduct Relative Home Assessment services consisting of training, assessment, linkage and other tasks as assigned. The RHAS Paraprofessional will provide training services for participants of RHAS. The RHAS Paraprofessional is required to work some late nights and weekends. The RHAS Paraprofessional will attend supervision with Program Manager. The RHAS Paraprofessional will be culturally sensitive and competent and understand the population's needs and challenges. The RHAS Paraprofessional will conduct outreach and collaboration with DCFS and other entities as necessary. The RHAS Paraprofessional will mentor and coach staff as needed. The RHAS Paraprofessional must have excellent time management, computer, communication, and documentation/record keeping skills. The RHAS Paraprofessional must be able to handle a large work-load, work cohesively with other team members, adhere to deadlines and quality assurance reviews, and follow the

### WORK EXPERIENCE & JOB REQUIREMENTS

- Conduct Relative Home Assessment services consisting of assessment, training, linkage and other tasks as assigned.
- Learn all aspects of Pre-Approval and Post-Approval Training to provide comprehensive information to participants.
- Analyze training needs to help improve existing training requirements set by DCFS.
- Provide feedback from participants to enhance training department.
- Help maintain up-to-date training manuals from DCFS.
- Conduct face-to-face discussion and psychoeducation on specified topics.
- Attend and successfully complete the DCFS provided RHAS Training prior to working with DCFS clients.
- Provide RHAS contract service for Applicants and Relative/NREFM Resource Families per RHAS Training.
- Conduct the Family Home Environment Checklist within 45 days of the RHAS Referral (if needed)
- Conduct on-site caregiver home inspection(s) to ascertain compliance (if needed)
- Provide photo document compliance/non-compliance per program guidelines.
- Develop, as needed, a Resource Family Approval (RFA) Applicant Home Environment Corrective Action Plan and/or Home Environment Documented Alternate Plan (if needed)
- Ensure that a list of emergency telephone numbers is prominently displayed in an Applicants' home for immediate reference per RFA Program Emergency Procedures (if needed)
- Arrange purchase, delivery and set-up for furnishings, supplies, and services that will enable the Applicant Home to become RFA Program compliant (if 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 (if needed)
- Receive RHAS Referrals from the CPD unless otherwise agreed to.
- Contact the Applicant and initiate the RHAS contract services within five calendar (5) days of each DCFS RHAS Referral.
- Make additional appointments and return to home of Applicant or Relative/NREFM Resource Family as needed to perform RHAS Components.
- Provide feedback and documentation of the RHAS including: Home Environment Report, and Relative Support Services Assessment Report, to the case-carrying CSW within 45 days following the RHAS Referral unless otherwise instructed by the CPD.
- Ensure that contact and initial RHAS applicant guidelines are followed.
- Complete evaluations, outcomes, reports and required documentation/paperwork in an efficient and timely manner.
- Attend required meetings, facilitate outreach, presentations and trainings as needed.
- Collaborate with Agency staff, other organizations or contacts and professionals on cases including DCFS, Probation, and mental health providers.
- Attend supervision with Program Manager and other meetings as directed.
- 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 a supervisor before making a child abuse report, communicating with an attorney, or taking action in any situation involving clinical, legal or ethical decisions.
- Required to learn and comply with Agency & DCFS policies, procedures and ethical standards, HIPAA laws and guidelines.

Division/Department	<b>DCFS - Relative Home Assessment Services (RHAS)</b>	
Location	<b>Canoga Park, CA</b>	
Job Title:	<b>Relative Home Assessment Services Paraprofessional</b>	Reports to: <b>RHAS Program Manager</b>
	<ul style="list-style-type: none"> <li>• Must be available to work required evening and weekend hours.</li> <li>• Must be able to handle crisis situations related to the position.</li> <li>• Must be culturally competent and sensitive.</li> <li>• Must be available to testify before the Los Angeles County Juvenile Dependency court or for State Hearings as to the services provided.</li> <li>• 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.</li> </ul>	
<b>QUALIFICATIONS &amp; EDUCATION</b>		
	<ul style="list-style-type: none"> <li>• Bachelor's degree preferred, in Social Work, Psychology and/or a related Behavioral Science Degree from an accredited University or College.</li> <li>• Will consider 16 units from graduation and any bachelor's degree in Humanities from an accredited University or College.</li> <li>• One (1) year of professional experience as a case manager or in the field of social work, behavioral science or social science preferred.</li> <li>• Must be bilingual (Spanish/English)</li> <li>• Knowledge of child abuse/neglect prevention.</li> <li>• Home visitation experience desired.</li> <li>• Must have reliable automobile, valid California driver's license and automobile insurance.</li> <li>• Must be able pass Department of Justice criminal background check.</li> <li>• Must have TB clearance.</li> <li>• Candidates must be computer literate and have excellent verbal and written clinical skills.</li> <li>• All employees/contractors, regardless of position, serve as role models for all clients who are served by our agency. Therefore, each employee/contractor must at all times be emotionally stable and able to function effectively with all clients who may have mental or behavioral health problems. The staff must be able to demonstrate appropriate daily behavior, expression of emotions, as well as role modeling. Hostility, aggression or unnecessary or inappropriate physical actions as well as inappropriate emotional expression are not acceptable.</li> </ul>	
<b>COMMENTS</b>		
	<p>Candidates must be able to work effectively with their team and supervisor, demonstrate adaptability, and have the ability to 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.</p> <p>Benefits, including health and 401(k), are provided after completion of probationary periods (30 days for health and 90 days for 401(k)).</p> <p>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, transfers, leaves of absence, compensation and training.</p>	
EMAIL RESUMES TO:	<b>Attn: Janette Lopez, RHAS Program Manager @ <a href="mailto:janette.l@ecda.org">janette.l@ecda.org</a></b>	