



# Job Description

<b>Department:</b>	Relative Home Assessment Services	<b>Location:</b>	Canoga Park
<b>Job Title:</b>	Resource Parent Partner (Lead Trainer)	<b>Reports to:</b>	RHAS Program Manager
<b>Exempt/Non-Exempt:</b>	Exempt/Non-Exempt	<b>Revision Date:</b>	6/2023
<b>Position Type:</b>	Full-Time (40hrs/week)	<b>JD Approved by:</b>	Sara Pineda
<b>Pay Range</b>	\$22-\$24	<b>Apply at:</b>	<a href="mailto:Janette.l@ecda.org">Janette.l@ecda.org</a>

## Job Description

### Position Summary

The Resource Parent Partner (Lead Trainer) 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 Resource Parent Partner (Lead Trainer) shall conduct Relative Home Assessment services consisting of training, assessment, linkage and other tasks as assigned. The Resource Parent Partner (Lead Trainer) will provide training services for participants of RHAS. The Resource Parent Partner (Lead Trainer) is required to work some late nights and weekends. The Resource Parent Partner (Lead Trainer) will attend supervision with Program Manager. The Resource Parent Partner (Lead Trainer) will be culturally sensitive and competent and understand the population's needs and challenges. The Resource Parent Partner (Lead Trainer) will conduct outreach and collaboration with DCFS and other entities as necessary. The Resource Parent Partner (Lead Trainer) will mentor, and coach staff as needed. The Resource Parent Partner (Lead Trainer) must have excellent time management, computer, communication, and documentation/record keeping skills. The Resource Parent Partner (Lead Trainer) 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 Services (DCFS). Resource Parent Partner (Lead Trainer) position is 40 hours/week.

### Role and Responsibilities

- 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.



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- Required to learn and comply with Agency & DCFS policies, procedures and ethical standards, HIPAA laws and guidelines.
- Must be available to work required evening and weekend hours.
- Must be able to handle crisis situations related to the position.
- Must be culturally competent and sensitive.
- Must be available to testify before the Los Angeles County Juvenile Dependency court or for State Hearings as to the services provided.
- In accordance 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.

## Qualifications and Education Requirements

- Bachelor's degree preferred, 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.
- Will consider 16 units from graduation and any bachelor's degree in Humanities from an accredited University or College.
- 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.

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.



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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 (Janette Lopez) at (Janette.l@ecda.org).**