

FOSTER FAMILY AGENCY SUPERVISOR

ASIAN FOSTER FAMILY INITIATIVE

JOB DESCRIPTION: Asian Foster Family Initiative (AFFI), a Foster Family Agency (FFA) run by KFAM, is recruiting for an **FFA Supervisor**. The full time Supervisor will assist the AFFI Program Manager in the operation and management of the FFA according to agency purpose, philosophy, goals and objectives. The Supervisor is responsible for coordinating and assisting with foster care, oversight and tracking of all case management/duties of FFA staff, including social workers, home study/training specialists and interns. The Supervisor must be knowledgeable of foster care, and familiar with Continuum of Care Reform and Resource Family Approval Process (CCR/RFA) and Title 22 regulations to ensure compliance with the applicable law and regulations. AFFI currently works with API families and children in LA, and Orange counties.

JOB RESPONSIBILITIES:

The Supervisor will be responsible for, but not limited to, the following:

- Perform RFA evaluations and oversee placements of foster children in appropriate resource families.
- Supervise resource families; monitor compliance with policies and procedures; meet with resource parents and DCFS CSWs to resolve problems as needed.
- Provide weekly supervision, including RFA evaluations and Case Management review, to social work staff.
- Review and oversee foster care paperwork, including but not limited to reviewing Special Incident Reports, progress/contact notes, and Needs and Services Plan to ensure goals are relevant to the child and family.
- Maintain accurate information and required documents in client files and Extended Reach software, monitoring intensity and frequency of FFA services and revision of FFA goals as necessary.
- Assist with interviewing, hiring, training, coaching and counseling of social work staff.
- Reinforce compliance with all federal, state, county, and DCFS regulations and requirements.
- Assure consistent implementation of all policies and procedures.
- Assist in managing program audits conducted by CCL, CARF and county placing agencies.
- Attend ACHSA, provider meetings, and similar as a representative of the agency; disseminate information received at meetings.
- Accessible by cell phone 24 hours a day, seven days a week, to respond to emergency situations.
- Lead and/or conduct recruitment orientations and training for prospective resource families.
- Assist in outreach to raise awareness including media interviews and events.
- Perform any other duties as assigned

QUALIFICATIONS:

- Master's Degree (MSW, MFT or related field); LCSW or LMFT preferred.
- Experience in child or family services, such as foster care, and SAFE Home Study trained highly preferred.
- Experience managing staff and projects highly preferred.
- Must work some evenings and weekends.
- Bilingual English and Chinese/Korean/Vietnamese preferred.
- Must have valid CA driver's license, good driving record, auto insurance, and be willing to drive regularly including transporting clients when needed.

BENEFITS:

Salary commensurate with experience, plus generous benefits.

Email **resume, coverletter with salary history & references** to Alice Lee alicelee@kfamla.org (no phone calls please).