



Job Title: Partnering Consultant/RFA Credentialist
Department: Foster Family Agency
Reports To: Executive Director & FFA Administrator
FLSA Status: Exempt
Prepared Date: October 1, 2021
Approved By: K. Jordan
Approved Date:

Keeping Youth Journeying Onward (KYJO) is a Foster Family Agency that provides care to children and non-minor dependents placed in agency approved resource family homes. KYJO's vision is creating opportunities for a better way of life. Our mission is to develop strong minded, positive and confident individuals through the building of trust, mentoring and creating positive life experiences.

JOB SUMMARY:

The Partnering Consultant/RFA Credentialist position requires that the manager complete two (2) different but complementary roles within KYJO FFA. The Partnering Consultant collaborates and mentors designated staff and reports to the FFA Administrator and KYJO's Executive Director. The Partnering Consultant will develop, maintain and update written policies and procedures for the FFA department and develop a procedural handbook for Social Workers. The Partnering Consultant will recruit and interview staff for hire in collaboration with the FFA Administrator and Human Resources.

The Credentialist component of this position completes appropriate paperwork, home inspections, and home study reports for prospective resource parents and maintains the approval of resource family homes within KYJO FFA. Both positions will work closely with Community Care Licensing (CCL) as the need for Documented Alternative Plans, Capacity Changes and waivers with CCL arise.

ESSENTIAL ACCOUNTABILITIES:

The essential accountabilities reflect the job's main responsibilities and are not intended to be an exhaustive list of all duties performed. Its content does not restrict management's right to assign or reassign duties and responsibilities to individuals in this job classification.

Consistently contributes to the organization's vision and mission statements and demonstrates the values of the organization.

- Adheres to all federal, state, and local rules including company policies and procedures.
- Ensures that all services provided are meeting agency and accreditation standards.
- Demonstrate self-awareness and respect of others' cultures and cultural influences.
- Attends staff meetings and other KYJO meetings as required.
- Support and promote positive teamwork and maintain professional relationships with staff, resource parents, and community partners
- Attends professional meetings, such as, California Alliance held twice monthly and Executive Committee and CCL meetings held quarterly
- Provides written treatment planning, risk assessments, and clinical interventions as appropriate for children/NMD's in placement to assist Social Workers in making sound decisions.
- Recognizes and responds to the varying impact of traumatic stress on youth in placement.
- Works collaboratively with resource families, placement county representatives, therapists, CASA advocates, and other members of each child/NMD's treatment team.

- Coordinates services with outside mental health providers
- Coordinates training to help develop resource parents and KYJO staff to use appropriate supports and interventions with the youth in their care.
- Provides verbal and non-verbal crisis de-escalation and intervention for clients and resource parents.
- Participates in Child and Family Team Meetings, Intensive Care Coordination Meetings, and other collaborative meetings that pertain the children/NMD's as needed to assist with the oversight of social workers and resource families
- Creates strength based, individualized performance based annual assessments with staff.
- Maintain accurate and timely documentation that meets legal requirements.
- Follows Social Work Code of Ethics.
- Reports all allegations of suspected child abuse to Child Protective Services and police immediately (as well as any other mandated reporting laws) and follows with a written report within 36 hours (Suspected Child Abuse Report 1116PC).
- Reports all reportable incidents to CCL and placing county representatives within 24 hours of receiving the report, completes incident reports and communicates with appropriate parties about the incident that has occurred
- Available for afterhours placement and crisis calls on a rotating basis
- Ensure compliance of all resource family homes by conducting initial home inspections and home study interviews/assessments and reports to approve the resource family home
- Complete bi-annual home inspections with approved resource family homes to ensure KYJO resource families are maintaining their homes according to Title 22, Interim Licensing Standards, and agency regulations
- Complete annual home study updates with approved resource family home to re-approve the resource family home
- Complete Documented Alternative Plans in the event that resource family homes need an exception to Interim Licensing Standards
- Complete exemption paperwork for all applicants, resource parents, and alternative care givers seeking an exemption for their background check
- Maintain resource family home binders and request updated paperwork, trainings, and other necessary documents from resource parents to ensure that the resource family home binders are up to date with Title 22 regulations, Interim Licensing Standards, and agency policies
- Run background checks on all prospective resource parents including Live Scan (document in Guardian), Megan's Law, and checking for Licensing Information Systems (LIS) & Administrative Action Research System (AARS)
- Maintain FFA Web Application adding approved homes, decertifications and placing homes on Inactive Status
- Maintain Guardian roster monthly
- Participates in Child and Family Team Meetings, Intensive Care Coordination Meetings, and other collaborative meetings that pertain the children/NMD's as needed to assist with the oversight of social workers and resource families
- Meets monthly with designated staff for one-on-one's to develop identified goals
- **Approval of staff Contact Notes, Needs and Services Plan and Quarterly Reports, as needed**
- **Approve staff time off and adjustments to timecards**
- **Complete annual evaluations with designated employees**
- **Create FFA Board Meeting report**
- Recruit and interview staff for hire in collaboration with the FFA Administrator and Human Resources
- Develops, maintains and updates policies and procedures for Foster Family Agency to run efficiently
- Develops, maintains and updates Social Worker policy and procedure handbook

MINIMUM REQUIREMENTS:

All incumbents of this position must be able to perform the minimum requirements of this position with or

without a reasonable accommodation.

KNOWLEDGE OF:

- Rules and guidelines for foster family agency operations
- Problem solving and conflict resolution.
- Trauma-related models of practice.
- Basic computer skills including Windows based applications (i.e. Word, Excel, etc.)
- Social and mental health needs of at-risk youth.
- Needs of special populations including but not limited to children with developmental disabilities, LGBTQ, CSEC, and other youth that need specialized care

SKILLS:

- Interpersonal and conversational skills.
- Possess strong skills for listening, problem solving, organization, and time management
- Strong communication skills both orally and in writing.
- Works well with individuals of varying backgrounds.
- Display strong organizational skills.

ABILITY TO:

- Supervise volunteers, interns, and staff.
- Develop, supervise and evaluate the needs and services plans.
- Provide appropriate mental health support.
- Provide case management for children/NMD's with behavioral and emotional needs.
- Listen and evaluate the needs of youth.
- Appropriately time manage, analyze data, and problem solve.
- Work in a fast-paced, team oriented work environment.
- Demonstrate patience and empathy.
- Demonstrate active listening.
- Maintain friendly and outgoing demeanor.
- Maintain regular attendance.
- Remain calm in stressful situations.
- Act as a role model for at-risk youth.
- Maintain a valid class C driver's license.
- Maintain the State of California minimum drivers insurance.
- Stand, sit, walk, traverse, lift, bend, squat, push, pull, reach, grab, hear, talk, and see.

MINIMUM QUALIFICATIONS:

The Partnering Consultant/RFA Credentialist must meet the following education and experience qualifications.

1. A master's degree or higher from an accredited or state approved graduate school in social work or social welfare, marriage, family, and child counseling, child psychology, child development, counseling psychology or social psychology.
2. In addition to the degree specifications, all of the following coursework and field practice or experience are required:
 - a. At least three semester units or 100 days of field practice or experience in a public or private social service agency setting at the master's degree level.

- b. At least nine semester units of coursework related to children and families, or 18 months experience in working with children and families.
- c. At least three semester units in working with minority populations; six months of experience in working with minority populations; or six months in-service training in working with minority populations within the first year of employment as a condition of employment.
- d. At least three semester units in child welfare, or two years experience in a public or private child welfare social services setting.

Preferred: Experience in programs providing care and treatment for children/NMD's who have behavioral issues as a results of trauma. Bilingual in Spanish and English is preferred.

As a condition of continued employment, must complete and accrue 40 hours of in-service training within one (1) year of hire date.

CERTIFICATES, LICENSES, REGISTRATIONS:

Incumbents are required to meet standards set by the State of California Community Care Licensing: physical exam and health questionnaire; Tuberculosis screening clearance; Statement of Criminal Convictions; Child Abuse Index Check; and Department of Justice Fingerprint Clearance.

Required to possess and maintain a current and valid California driver's License, acceptable DMV record and maintain the California minimum vehicle comp and collision insurance.

CORE COMPETENCIES To perform this job successfully, an individual should demonstrate the following core competencies:

MISSION - Identifies with, shares in, and displays a commitment to the mission philosophy, and objectives of the organization. Consistently demonstrates knowledge of and commitment to the mission, gives consideration to the principles of the mission (core values; dignity, service, and social justice) in daily encounters and business transactions, and demonstrates caring, compassion, and sensitivity to others.

CHANGE LEADERSHIP - Demonstrates the ability to focus, provide direction and energize staff around planning and accommodating continuous improvement and change. Effectively leads change efforts, builds support for new policies and procedures, and ensures changes are accomplished. This includes holding people accountable to the common mission and goals that drive the change and for the culture that will support the change. It also includes challenging the status quo, championing appropriate change initiatives and creating an environment that encourages and supports these change initiatives.

ORGANIZATIONAL INTEGRITY - Understands and actively supports compliance with the organization's philosophy. This includes demonstrating and fostering legal, professional and ethical behaviors and practices in all professional activities, both inside and outside the Organization. Provides counsel and example to subordinate managers to ensure the Organization's operations reflect the highest standards of professional ethics.

LEADING - Demonstrates appropriate interpersonal skills to guide subordinates and/or peers to accomplish objectives; facilitates teamwork, participation and cooperation. Delegates/distributes work so that subordinates/peers have the necessary direction and skills to complete assignments. Measures and communicates performance information to peers and subordinates and fosters a work environment in which others develop their personal and functional competencies.

OBJECTIVE SETTING - Establishes objectives that are linked to and supportive of the organization's strategic plan. States objectives and results that are time-referenced, qualitative and quantitative. Effectively communicates the Organization's ongoing strategic plans and objectives to all staff levels. Supports and demonstrates a focus on measuring results.

PLANNING - Determines resources and actions required to accomplish objectives. Sets priorities and manages time effectively. Identifies potential problems/opportunities and plans contingent actions.

PERFORMANCE MANAGEMENT - Works to ensure that all Organization staff understands their role in the organization's business/strategic plan, the results they are expected to achieve, and the measurement of their performance in relation to expected results. Provides ongoing feedback, reinforces positive performance, and takes corrective actions as necessary to improve performance. Conducts formal, *timely* reviews.

STAFFING – Orients and trains new hires and/or interns in order to achieve optimal use of human resources. Ensures that personnel decisions comply with all federal and state employment laws and regulations.

DECISION MAKING - Analyzes problems and opportunities and gathers pertinent facts. Identifies and weighs reasonable alternatives. Makes pragmatic decisions and takes action when and as appropriate. Uses sound judgment when taking risks.

INNOVATING - Develops new and unique ideas to improve existing systems or operations, and when new organizational approaches are needed. Encourages innovation and prudent risk taking among all staff. Seeks creative ways to resolve conflicts.

INFLUENCING - Demonstrates the ability to understand, create and utilize various influential relationships within the Organization. Get results without direct control through building, using and sustaining influence with superiors, peers and subordinates.

COMMUNICATING - Communicates and listens effectively by expressing ideas clearly and persuasively. Is proficient, organized and succinct in the work environment and supports an open and honest overall communications climate.

PROFESSIONALISM - Maintains the necessary level of professional knowledge and technical proficiency in areas of functional responsibility.

TEAMWORK AND COOPERATION - Demonstrates a genuine intention to collaborate with others. This includes a strong, optimistic, respectful view of individuals and teams. Fosters teamwork and cooperation including sharing information, soliciting input, encouraging others and also keeping aware of outcomes tied to the mission and strategic goals. Proper teamwork and cooperation should diminish unnecessary power structures by bringing decision-making and accountability to the team and encouraging teams to be self-directed.

BIAS FOR ACTION - Demonstrates a preference for taking action. This includes a tendency to act in a self-directed manner, to take action before being directed by others or forced by events, to seize opportunities and to be proactive in avoiding potential problems.

CUSTOMER SERVICE - Consistent with the Organization's mission, demonstrates a commitment to exceptional customer satisfaction to all parties with whom employees interface. Appropriately assesses who our customers are (e.g., anyone the individual has a responsibility to serve inside and/or outside the Organization). Conducts self in a polite, forthright manner, articulately communicating with others and using discretion, judgment, common sense and timeliness in customer service decision-making.

ACKNOWLEDGMENTS:

I have read and understand the entire job description stated above. I also understand KYJO Enterprises; Inc. retains the right to change the job description at anytime. From time to time, you may be asked to work on special projects, to assist with other work necessary or important to the Foster Family Agency or KYJO. Your cooperation and assistance in performing such additional work, or changing your group home, is expected.

KYJO Enterprises, Inc. reserves the right to revise, modify, delete, or add essential duties/responsibilities, procedures and work rules to the job description.

I certify that I can perform all of the “Essential Duties and Responsibilities” and possess the qualifications, certifications, medical exam clearance, reliable vehicle or plan for transportation, California Driver’s License, acceptable DMV record and proof of insurance as stated in the job description, except as noted here (If none, so state):

I understand, and agree this job description does not constitute a written or implied contract for employment and my employment relationship with KYJO Enterprises, Inc. is “at-will,” and may be terminated with or without cause and with or without notice at anytime by me or KYJO Enterprises, Inc.

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Employee’s Signature

Date

Foster Family Agency Administrator

Date

Executive Director

Date