

**CITY OF LOS ANGELES – DEPARTMENT OF RECREATION AND PARKS
CITYWIDE KINSHIP CARE PROGRAM**

Felicia Mahood Senior Multipurpose Center (SMPC) 11338 Santa Monica Blvd. Los Angeles, CA 90025	Slauson Senior Center 5306 S. Compton Ave. Los Angeles, CA 90011
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AVAILABLE HOURS: 19 hrs/week

JOB DESCRIPTION: To work as a part-time Kinship Care Social Worker/Case Manager, reporting to the Senior Project Coordinator. Positions are housed at Felicia Mahood SMPC and Slauson Senior Center; program activities are held citywide and driving is required.

SUMMARY OF DUTIES: Under the direction of the Senior Project Coordinator, assists in the administration of the Los Angeles Citywide Kinship Care Program by providing social and support services to individuals who are raising relative children. Other duties as assigned.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Marketing, Outreach, and Special Event Coordination

Assist Senior Project Coordinator in the development of the Citywide Kinship Care Outreach Plan, which includes distributing program brochures, developing resource guides, advertising program activities, and planning and coordinating Kinship Care Fairs. Work at information booths and speak at special events promoting services. Perform extensive outreach and adult/child advocacy.

Case Management

Make site and home visits to locations in all 15 Citywide Aging Service Areas. Provide case management services to clients, perform intakes and comprehensive assessments, develop individual care plans and arrange for services accordingly. Monitor and evaluate effectiveness of plan and service delivery; keep detailed client files and statistics. Make regular follow up calls and yearly reassessments. Attend appropriate meetings, trainings, and conferences

Emotional and Psychological Support

Under the supervision of the Senior Project Coordinator, provide counseling services, conduct support groups, and assist with educational workshops. Provide information, referral and follow-up to inquiring caregivers.

Program Administration

With the Senior Project Coordinator, work on the following: record keeping and retention; preparing statistical and monthly reports. Perform accounting, cash handling, and bank depositing of program donations. May assist Senior Project

Coordinator in selecting Kinship Care personnel and processing application packets. Order project supplies within allocated budget. Process project invoices.

QUALIFICATIONS AND EXPERIENCE: Ability to relate to adults and children of diverse ethnic and socio-economic backgrounds. Previous work in case management or related social service field such as social work or psychology. Must possess valid California driver's license. Computer proficiency is required.

EDUCATION: Bachelor's Degree (or current study) in Social Work, Counseling, Psychology, or related field. Experience may substitute for degree.

LICENSE OR CERTIFICATE: Possession of a valid California Driver's license and a vehicle.

TO APPLY: Send resume to:

Carol Mroz, MSW
Recreation and Parks
Community Services Branch
3900 West Chevy Chase Drive
Los Angeles, CA 90039
or FAX: (818) 243-6447
or EMAIL: cmroz@rap.lacity.org

Apply immediately, open until filled