



JOB DESCRIPTION

TITLE: RESOURCE HOME WORKER
PROGRAM: RESOURCE HOME DEPARTMENT
SUPERVISOR: RESOURCE HOME PROGRAM SUPERVISOR
STATUS: FULL-TIME

JOB RESPONSIBILITIES:

1. Recruit Kinship and Resource parents to care for children and youth in need of placement, with an emphasis in Resource providers. Answer inquiries about becoming a Resource parent/Kinship resource, without discriminating against possible candidates.
2. Obtain initial documentation necessary to proceed with certification of prospective Kinship and Resource parents.
3. Conduct initial home visits to assess the physical conditions of the property and assess parent's capability to become a resource parent.
4. Screen and pre-approve prospective Kinship and Resource parents, once all documentation has been submitted and deemed acceptable.
5. Bring to full certification kinship and resource parent's homes, in which children & youth will be placed upon emergency placement, or as assigned to a subcontractor agency.
6. Maintain all documentation for Kinship and Resource parents in order, to meet State, County, CUA, and APM's best practice model.
7. Ensure that any support needed by the Kinship/Resource parent is in place, such as, nursing support, bilingual services, emergency contact information, other.
8. Ensure that substitute care-giving is in place with up today clearances and child care services.
9. Respond to on-call responsibilities without incurring difficulties. Report to Supervisor/Director any incidents that jeopardize the health and safety of the children in placement.

10. Participate in Court hearings, as required with and never in lieu of the case manager.
11. Maintain files up to date, with current SCP (Single Case Plan), & documentation of participation in the family teaming that led to the SCP. Follow up with SCP goals as detailed. Maintain documents of quarterly visits (reports from sub-contractors).
12. Conduct notification of rights and grievance procedures with the child or youth. Maintain consent for treatment on file.
13. Participate in Supervisory meetings.
14. Other duties as assigned to support the mission of APM and the Home Resource Program.

Employee Signature date

Director Signature date