



Asian Foster Family Initiative

BILINGUAL FOSTER CARE ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION: KFAM AFFI is the only Foster Family Agency (FFA) in the nation specializing in recruiting, training and supporting Asian Pacific Islander (API) Resource (foster) Parents to provide culturally appropriate homes for API and other foster children. KFAM AFFI is seeking a ***Bilingual Foster Care Administrative Assistant*** for a full-time position under the supervision of the Program Manager.

JOB REQUIREMENTS:

- 1) Responds to inquiry calls and emails and coordinates for volunteers and donations.
- 2) Facilitates supervised visitations.
- 3) Participates in events and trainings for prospective and approved resource parents.
- 4) Supports social workers in resource family approval, home studies, case management and navigation.
- 5) Assists in outreach to raise awareness including media interviews and community events.
- 6) Completes and updates case records and submits reports in a timely manner as required.
- 7) Assists in managing Electronic System, inputting data, filing, and organizing reports and case files.
- 8) Produces and maintains extra placement, family and children's binders.
- 9) Edits and proofreads case studies, case records and reports for all social workers as needed.
- 10) Other duties as assigned.

QUALIFICATIONS:

- Bilingual in API languages: Chinese, Korean, or Vietnamese preferred.
- Bachelor's in psychology, education, social work-related fields preferred.
- Minimum 1 years' experience as administrative assistant preferred.
- Experience in foster care, adoptions, or DCFS a plus.
- Strong organizational, writing and communication skills necessary.
- Strong ties to API community and/or experience working with API immigrant populations a plus.
- Must work some evenings and weekends.
- Must have driver's license, auto insurance, and be willing to drive regularly.

BENEFITS: Annual salary DOE plus generous benefits.

CONTACT: Please email your **resume AND coverletter** to Alice Lee: alicelee@kfamla.org (no phone calls please)

KFAM is an Equal Opportunity Employer