

Luvirda F.Carter, Department of Children and Family Services (DCFS), Youth Development Services Division (YDSD), Administrative Support Section Manager

Luvirda F.Carter is the Administrative Support Section (Admin Support) Manager for the Los Angeles County Department of Children and Family Services (DCFS), Youth Development Services Division (YDSD). She is a civil servant with 36 years of service with Los Angeles County of which 26 years have been with the DCFS. Luvirda's DCFS service consists of 12 years at MacLaren Children's Center, six years in Kinship and the last eight years in the YDSD.

As the Admin Support Manager, she oversees the daily administrative support operations with 14 subordinate staff members. The Admin Support team consistently strives to deliver optimum administrative support services to the Independent Living Program (ILP) eligible youth in and out of care, YDSD and other DCFS staff members housed at the Metroplex. Admin Support services include Office Management, Personnel Liaison, YDS Life Skills Contracts, Job Development, YDS Ombudsman Office, Scholarship, ILP Policy and the Program Liaison Evaluation Assistance for Successful Emancipation (PLEASE) Unit. These services provide:

- Youth opportunities to learn and master life skills through permanency life skills classes, workforce development, social and emotional readiness and self sufficiency;
- Clerical support through the PLEASE Unit which processes ILP Request For Funds (RFFs) to purchase available resources inclusive of assistance for graduation expenses, education funds, life skills and vocational training, clothing funds (work uniforms and interview clothing), access to available housing programs, food costs, transportation and non-covered health related costs;
- Office Management inclusive of work related resources provides a safe and secure work environment such as assigned work and parking spaces and equipment and building / office amenities such as reception, lunch room and restrooms;
- Personnel Liaison includes organizational structure and Human Resource matters;
- Ombudsman Office receives and resolves complaints submitted by Pre Transition Age Youth (TAY) and Transition Age Youth, ages 14-21;
- Job Development Section provides workforce readiness opportunities in the form of summer employment, employment training and placement;
- Scholarship Section provides pre TAY, ages 17 and 18, who are in care opportunities to apply for scholarships sponsored by Community Partners and DCFS to Community Colleges in Los Angeles County and Universities throughout the United States;
- ILP Policy Section develops and maintains ILP policy ensuring implementation of regulations mandated by ILP Federal Statutes and State Laws; and
- YDS Contracts Section provides oversight of Life Skills Contracts with YDS Contractors who provide life skills classes to ILP eligible youth, ages 16-18 years, educational assessments to ILP eligible youth, ages 14 and 15 years, and tutoring services to ILP eligible youth, ages 14 and 15 years, who are not more than 2½ years behind grade appropriate level.

Luvirda earned a Bachelor of Arts Degree in Social Science Education at Dillard University in New Orleans, Louisiana. She also possesses two graduate degrees, a Master of Social Work Degree from the University of Southern California in 1990 and Master of Science Degree in Human Services from Pepperdine University in 1981.