

COALITION FOR HISPANIC FAMILY SERVICES

Brooklyn and Queens FTR Program Supervisors

“You Belong Here!”

Come join our highly regarded and expanding Family Support Programs and find meaning in making a difference in the lives of children and families! The Coalition for Hispanic Family Services (CHFS) is looking for experienced Casework Supervisors (2 positions) committed in making a social impact in the communities of Brooklyn and Queens. Comprising of an inclusive and diverse workforce, CHFS is committed to providing its employees a supportive and safe work environment, as well as ongoing professional development.

BENEFITS:

- Remote work days
- Comprehensive Medical, Vision and Dental Plan
- Generous paid time off (20 accrued vacation days, sick days, 12 paid holidays)
- 401K retirement plan
- Family, Medical, Child birth Leave
- Pretax-Flex Plan
- Life Insurance
- Ongoing Professional Development

JOB SUMMARY: Under the broad supervision of the Site Director, this position is responsible for the overall casework service delivery of children and families who are self-referred, referred by community-based services providers, or by Administration for Children and Family Services (ACS). The scope of these responsibilities revolves around three primary domains: administrative, coaching, and support of staff.

RESPONSIBILITIES:

- Supervision of four Case Planners and 1 Case Aide
- In collaboration with the Site Director, reviews and approves all intake and discharge plans
- In collaboration with the Site Director, oversees program compliance with ACS program standards and implements services initiatives for the program to meet all programmatic requirements, including but not limited to: monitoring/managing program census and utilization, timely intakes, client engagement, ongoing collaboration with COS units and Family Court Legal System (FCLS) as maybe required, collaboration with community providers to families, meeting family contact requirements, family goal achievements, timely Family Team Conference (FTCs) and Family Assessment Services Plans (FASPs), and ongoing appropriate casework documentation
- Collaborate with program CASAC and MH Clinician in assessment of client-families

- Ensures program compliance with data collection and statistical reporting, including but not limited to timely data entry and reporting in PROMIS and CONNECTIONS systems
- In collaboration with the QA Specialist, utilizes QA Data to drive program performance and outcomes and ensure goals and targets are routinely met and/or exceeded
- Monitors and ensures program compliance and readiness for ACS PAMS audits by reviewing family case records
- In partnership with QA and management team, participates in annual Collaborative Quality Improvement work groups to address program improvement needs
- Participates in monthly Clinical Diagnostic Team (CDT) meetings to discuss family case progress, and develop intervention strategies to improve family outcomes
- Meets with SD for supervision to discuss program outcomes, intake/referrals, COS and FCLS systems issues, staff professional development, and high-risk family cases
- Complete management reports as requested
- Attend ACS and agency in-house trainings as required
- Provide staff training as maybe required
- Attend community events, forums, coalitions to increase program visibility and knowledge of community resources
- Complete special projects as assigned by the Senior Program Director, or Site Director
- At least one late night, and Saturdays as may be required

QUALIFICATIONS: A candidate must have a master's degree in Social Work or Mental Health Counseling, experience working with the mentally ill/substance abusing population, and a minimum of two years as a supervisor. Experience in foster care, preventive services or related field is also favorable. Good verbal and written communication skills are also required, as well as being computer literate.

NOTE: This job description and specifications are not intended and should not be construed as an exclusive list of all responsibilities, skills or working conditions associated with the job. They are intended to be an accurate reflection of the principle requirements of the position.

SALARY: 68K – 72K, commensurate with years of experience, degree, credentials and language skills.

Please email if interested: fvillalobos@hispanicfamilyservicesny.org