

## **COALITION FOR HISPANIC FAMILY SERVICES**

### **Brooklyn-Queens Prevention Family Services Case Planner**

#### ***"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, as well as recent BA Social Workers/Human Services grads who are committed in making a social impact in the communities of Queens and Brooklyn.

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
- Flex Plan
- Life Insurance
- Ongoing Professional Development

**JOB SUMMARY:** CHFS is looking for Case Planners for its Brooklyn and Queens Family Support Services sites. Under the broad supervision of the Program Supervisor, this position is responsible for providing a series of family support services with the focus on promoting family and child well-being. The scope of these responsibilities includes, but is not limited to individual and family counseling, home visits, school visits, and promoting medical, mental health and educational well-being.

#### **RESPONSIBILITIES:**

- Maintain a caseload of 12 families
- Be trained and implement a Solution Based Casework model approach
- Conduct in-person contacts in the family home and program site
- Assess and document child/family contacts for risk and safety as described by the Administration for Children Services (ACS) standards
- Assess children in their school placement and educational performance
- Assess children and their medical needs, including compliance with periodic physicals and immunizations
- Assess, refer and monitor children and families to community service providers as may be needed

- Maintain periodic contact with community service providers to assure individual/family participation
- Assess, refer children/families to supportive and concrete services, housing, financial assistance, medical, immigration, legal, etc.
- Collaborate with program Case Aide in aiding and supporting families in obtaining resources, support services, and advocacy assistance
- Complete all other program required paperwork, i.e., Progress Notes, Program Family Assessments, Family Assessment Service Plans (FASPs), and other reporting requirements
- Ensure families and children attend and participate in Family Team Conferences to promote case progress, reduce length of services and improved outcomes for children
- Attend and participate in any and all meetings and conference pertaining to family cases as assigned with other agencies, child welfare, and/or family court
- Participate in monthly case conferences to discuss family case progress, and/or develop intervention strategies to improve family outcomes
- Participate in weekly Supervision for support, coaching and discuss client-family case progress
- Attend ACS and agency in-house trainings, or conferences
- Participate in internal and external continuous quality improvement processes
- Complete special projects as assigned by the Program Supervisor, and/or Program Director
- One to two late nights
- Available Saturdays, for family/agency/program events, as may be required

**QUALIFICATIONS:** A candidate must have a Bachelor Degree in Social Work or related Human Service field, with one or more year's prior experience in child welfare or other social services, including day care, youth services or other related programs that involves direct work and contact with children and families. Good verbal and written communication skills required. Must be computer literate. Spanish, Mandarin, Cantonese, Arabic, or Polish speaking strongly preferred.

**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 principal requirements of the position.

**SALARY:** 50K to 55K, commensurate with experience, degree, certificates, language skills.

If interested, email: [fvillalobos@hispanicfamilyservicesny.org](mailto:fvillalobos@hispanicfamilyservicesny.org)