

COALITION FOR HISPANIC FAMILY SERVICES

Brooklyn – Queens MSW FTR 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/MSW 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: The CHFS is looking for Case Planners for its Family Treatment and Rehabilitation (FTR) programs in Brooklyn and Queens. FTR offers a series of support services to families impacted by substance use and/or mental illness. Under the supervision of the Program Supervisor, this position is responsible for the direct support and assessment of families to assure child well-being and safety. The scope of these responsibilities includes, but is not limited to individual and family counseling, home visits, school visits, assessing medical, mental health and educational services.

RESPONSIBILITIES: Specific duties include, but are not limited to:

- Maintain a caseload of 8 to 9 family cases
- Conduct face to face contacts in the family homes and program site
- Assess and document child contacts in a family 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 mental health and/or substance abuse services
- Maintain periodic contact with mental health and substance abuse 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
- Collaborate with program Clinician and/or CASAC in assessment of family members
- Collaborate with ACS Family Service Workers (FSW) monitoring families to assure family court compliance with mandated services, and family attendance of court hearings
- Collaborate, as may be required, with ACS legal team to assure all service needs are being addressed by families, thus reducing the time a family is involved with court order supervision
- Complete periodic court reports on family-case progress, as maybe requested
- Attend family court hearings, as maybe requested
- Complete all other program required paperwork, i.e., Progress Notes, Program Family Assessments, Family Assessment Service Plans (FASPs), and other reporting requirements as related to the FTR program model
- 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 Clinical Diagnostic Team (CDT) meetings 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
- Implement Quality Assurance data to drive case practice and improve performance and achieve outcomes
- Attend ACS and agency in-house trainings as required
- Participate in internal and external continuous quality improvement processes
- One or two late nights
- Flexible hours, including Saturdays, as may be required

QUALIFICATIONS: Master's degree in Social Work or in MHC strongly preferred, as well as experience working with the dually diagnosed population. Good verbal and written communication skills required. Must be computer literate. Bilingual in Spanish, Mandarin, Cantonese, or Arabic strongly preferred. Experience in preventive services and/or foster care is also a strong plus.

BSW/Human Services degree may also be considered, with a **minimum of 2-3 years post** experience in Child Welfare (Foster Care or Preventive Services). Bi-lingual skills also 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 principle requirements of the position.

SALARY:

MSWs: 57K to 65K, commensurate with years of experience, degree, and language skills.

BSW/BHS: 49K to 55K, commensurate with years of experience, degree, and language skills.

If interested email: fvillalobos@hispanicfamilyservicesny.org