

## **COALITION FOR HISPANIC FAMILY SERVICES**

### **Queens Family Support Services MSW FTC Facilitator**

#### ***“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! Coalition for Hispanic Family Services (CHFS) is looking for a Master-level in Social Work Family Team Conference Facilitator (FTC-F) for its Jackson Heights Family Support program, who is committed in making a social impact in the communities of 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
- Flex payment Plan
- Life Insurance
- Ongoing Professional Development

**JOB SUMMARY:** The FTC-F is responsible for scheduling and facilitating family case planning conferences in a spirit of collaboration in order to help identify and address family needs, while building on their strengths. THE FTC-F will also utilize a strength-based perspective in guiding the processes that is solution focused, maintain a neutral and/or objective perspective while guiding the problem-solving solutions raised by staff, children, and/or family members. The FTC Facilitator reports to the Site Director

#### **RESPONSIBILITIES:**

1. Be trained in the ACS Family Team Conferences (FTC) model.
2. Facilitate and coordinate monthly FTCs to ensure family needs, strengths and concerns are identified and engage all participants to collaborate in developing a family service plan.
3. Raise objective questions to initiate “straight talk” among the stakeholders and guide the problem-solving process.

4. Anticipate and communicate with the Site Director any case related circumstances that may impact scheduling conferences timely and/or attaining family goals.
5. Ensure that solutions and/or next steps are measurable, have time limits and are matched to needs by identifying whom, what and when to accomplish next steps.
6. Assures all participants receive the FTC Family Agreement form, which is inclusive of next steps, timeframes and any referral source(s).
7. Ensure timely documentation of FTCs held in case records.
8. Submit monthly calendar to Site Director to reflect all FTCs that will be facilitated.
9. Attend supervision for support, coaching, and report on the FTCs held, and raise concerns that are pertinent to the follow up of supervisors and staff in addressing the needs and goals identified at each conference.
10. Attend program administrative meetings and actively participate in the team's effort to meet performances outcomes and plan effectively for the administrative functioning of the program.
11. Flexibility in work schedule to assure FTCs occur.
12. Complete other assignments as needed or designated by the Site Director.

**QUALIFICATIONS:** A master's degree in Social Work is required. Recent grads with Child Welfare experience are welcomed. Knowledge of child welfare and understanding of systemic approaches for engaging families in team conferences. Possess strong oral, writing, and organizational skills. Must be effective in negotiation skills and ability to develop effective working relationships. Requires flexibility, and good engagement and assessment skills. Bilingual in Spanish is preferred.

**SALARY:** 55K to 60K to start, based on MSW degree, experience and language skills.

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