

## **COALITION FOR HISPANIC FAMILY SERVICES**

### **School – Family Support Liaison**

**JOB SUMMARY:** Coalition for Hispanic Family Services (CHFS) is looking for 2 School-Family Support Liaisons for its new School-Based Early Family Support Services (SBES) programs, one in Brooklyn, the other in Queens, and to begin July 1, 2024. The goal of SBES is to develop strong partnerships between schools, communities, and parents/caregivers in order to help children thrive, keep them safe in their homes and communities, as well as empower parents to become active participants in their children’s education. Under the broad supervision of the Site Director (SD), the School-Family Liaison would serve as the primary contact for parents, school staff, community-based services providers and lead on partnership-building. The Liaison will also supervise one family caseworker.

#### **RESPONSIBILITIES:**

- Responsible for outreach to partner-school staff and partnership building
- Responsible for family outreach and engagement efforts to promote program services
- Be the primary contact for parents, school personnel, school and community-based providers inquiring about services and making referrals
- Help foster connections between families and school staff as sources of support and resources, and cultivate trust between families, students and schools
- Identify emerging needs in schools, communities, and among children and families
- In collaboration with the SD, school staff, and parents, co-design strategy and planning for school-based offerings
- Develop/maintain an ongoing school presence for parent/school access to services/resources
- Provide direct supervision of one Community Pathway Caseworker
- Collaborate in implementation of service initiatives for the program to meet all programmatic requirements and standards, including but not limited to, monitoring program census and utilization, timely client-family engagement, meeting family contact requirements, family goal achievements, timely family conferences, and ongoing appropriate casework documentation
- Is trained on and co-facilitates the Triple-P Positive Parenting group
- In partnership with program leadership, participates in the Collaborative Quality Improvement work groups to address program improvement needs
- Participates in Case Conferences to discuss family case progress, and develop intervention strategies to improve family outcomes

- Meets with SD for supervision to discuss partnership building, program outcomes, intake/referrals, cross-system issues, and support
- Complete management reports as required
- Attend ACS and agency in-house trainings as required
- As maybe required, attend community events, forums, coalitions to increase program visibility and knowledge of community resources
- One to two late nights, as may be required
- Availability on Saturdays, as may be required for program/school events
- Complete special projects as assigned by the AED, or Site Director

**QUALIFICATIONS:** Candidates must have a minimum of a master's degree in Social Work or Mental Health Counseling. At least two years in a supervisory role in Foster Care, prevention services, school-based services, or related field. Excellent verbal and written communication skills are also required, as well as being computer literate, dynamic in persona, comfortable in large social settings, and capacity to be independent with general job responsibilities. Experience in running groups, and community outreach is also highly preferred, as well as being Bilingual in Spanish.

**NOTE:** Job descriptions and specifications are not intended and should not be construed as an exhaustive list of all responsibilities, skills or working conditions associated with a job. They are intended to be an accurate reflection of the principal requirements of the position.

**SALARY:** 66K-70K to start, commensurate with experience, degree/license, language, and skills set.