

**COALITION FOR HISPANIC FAMILY SERVICES**  
*Job Posting*

**Program:** General Preventive Services  
**Job Title:** Case Planner  
**Reports To:** Program Supervisor  
**Date Available:** Currently Available  
**Date Posting:** **April 24, 2018**  
**Deadline to Apply:** **May 1, 2018**

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**To apply:** Submit a resume and cover letter with qualifications to Franc Villalobos, Program Director, at [fvillalobos@hispanicfamilyservicesny.org](mailto:fvillalobos@hispanicfamilyservicesny.org) by 5pm on May 1, 2018.

**JOB SUMMARY:** Under the broad supervision of the Program Supervisor of the Preventive Services Program, this position is responsible for the direct supervision and monitoring of children and families who are deemed to be at risk of foster care placement in assigned communities. The scope of these responsibilities includes, but is not limited to individual and family counseling, home visits, school visits, monitoring of medical, mental health and educational services.

**RESPONSIBILITIES:** Responsibilities include carrying out a variety of casework activities within the child welfare system. Provides supportive services to children and families and written documentation as required. Specific duties include, but are not limited to:

- Conduct a minimum of 2 face to face contacts on a monthly basis. At least one of the contacts must be in the home of birth parents/caregiver.
- Monitor each child in a family for risk and safety. Complete monthly risk and safety assessment for each child in the family under the age of 18.
- Monitor children in their school placement and educational performance.
- Monitor children and their medical needs including compliance with periodic physicals and immunizations
- Assess and refer children and families to supportive and concrete services, i.e. mental health, substance abuse, housing, financial assistance, legal, etc.
- Work with ACS and other community service providers to ensure that children and families are connected to timely and appropriate services. Follow up to ensure that services are being provided services as referred and needed by children and families.
- Complete all required paperwork, i.e. Progress Notes, Family Assessment Service Plans (FASPs), school reports, psycho-socials and other reporting requirements and documents as needed.
- Facilitate families and children participation and involvement in Family Team Conferencing. Develop service plans in partnership with families and other providers.

- Ensure timely permanency planning, reduced length of service and active engagement and planning with families from intake to case closure to improve outcomes for children.
- Provide post discharge monitoring and services for children and families on an as needed basis. Refer families for post discharge services in the community with other service providers as needed. Maintain contact with families until services are verified.
- Attend supervision regularly and be prepared to discuss specific cases.
- Utilize performance management data to improve performance and achieve outcomes.
- Attend court hearings and meetings with ACS as needed
- Attend in service training.
- Attend meetings and conferences at other agencies on behalf of clients as assigned and as appropriate.
- Attend community events, forums, coalitions to increase program visibility and knowledge of community resources to benefit children and families.
- Participates in internal and external continuous quality improvement processes
- Complete special projects as assigned by the Program Supervisor and/or Program Director.
- Flexible hours including Saturdays.

**QUALIFICATIONS:** The ideal candidate will have a Bachelor's Degree in Social Work or a related field with three 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.