

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

**Job Title:** Case Planner  
**Department:** Family Treatment and Rehabilitation Services  
**Date Available:** June 17, 2019  
**Date Posting:** May 29, 2019  
**Deadline to Apply:** Open Until Filled

**To apply:** Submit a resume and cover letter with qualifications to Franc Villalobos, Director of Services for Family Development: [fvillalobos@hispanicfamilyservicesny.org](mailto:fvillalobos@hispanicfamilyservicesny.org)

**REPORTS TO:** Program Supervisor

**JOB SUMMARY:** Under the broad supervision of the Program Supervisor of the FT/R Program, this position is responsible for the direct supervision and monitoring of children and families in assigned communities who are deemed to be at risk of foster care placement due to parental substance abuse and/or mental illness. 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 clinically driven casework activities within the child welfare system. Coordination of services across the substance use, mental health and health systems will also be required. Provides supportive services to children and families and written documentation as required. Specific duties include, but are not limited to:

- Conduct frequent face to face contacts in the home/office as required by the program model.
- Monitor each child in a family for risk and safety. Document 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.
- Assess and refer children and families to substance abuse and /or mental health services based on individual needs of family members
- 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), 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 may be 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 candidate will have a Master's Degree in Social Work with professional licensure. Experience working with a substance abusing/mentally ill population strongly preferred. Good verbal and written communication skills required. Must be computer literate.

**JOB LOCATION:** Brooklyn

**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. Any questions or concerns should be directed to the immediate supervisor.