

## COALITION FOR HISPANIC FAMILY SERVICES

### *Job Posting*

**Program:** Court Ordered Supervised-Family Treatment and Rehabilitation (COS-FTR)  
**Job Title:** Case Planner  
**Reports To:** Supervisor  
**Date Available:** Currently Available  
**Date Posting:** May 10, 2019  
**Deadline to Apply:** Open Until Filled

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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)

**JOB SUMMARY:** Under the broad supervision of the Program Supervisor of the COS-FTR 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 abuse and/or mental health illness. The scope of these responsibilities include, but is not limited to individual and family counseling, home visits, school visits, monitoring medical, mental health and educational services.

**RESPONSIBILITIES:** Responsibilities include carrying out a variety of clinically driven preventive services casework activities in collaboration with the Child Welfare's Court Ordered Supervision unit. Coordination of services across the substance use, mental health, and health and Family Court systems will also be required. Provide supportive services to children and families and written documentation as required. Specific duties include, but are not limited to:

- Maintain a caseload of 8 family cases within the COS-FTR program
- Conduct face to face contacts in the family homes, based on the FTR program model
- Monitor and document child contacts in a family for risk and safety as described by the Administration for Children Services (ACS) standards
- Monitor children in their school placement and educational performance
- Monitor 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 ACS Family Service Workers (FSW) monitoring families to assure family court compliance with mandated services, and family attendance of court hearings
- Collaborate 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
- Attend family court hearings as required
- 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, with a planned agenda on family case issues to discuss
- Implement Quality Assurance data to drive case practice and improve performance and achieve outcomes
- Attend ACS and agency in-house trainings as required
- Attend community events, forums, coalitions to increase program visibility and knowledge of community resources
- Participate in internal and external continuous quality improvement processes
- Complete special projects as assigned by the Program Supervisor , Program Coordinator, and/or Program Director
- Flexible hours, including Saturdays as may be required

**QUALIFICATIONS:** The ideal candidate will have a Master’s Degree in Social Work, experience working with a substance abuse/mental health population. Good verbal and written communication skills required. Must be computer literate. Bilingual in Spanish strongly preferred. Experience in preventive services and/or foster care is also a plus.

**Salary:**

Low to mid \$55,000 / based on education and experience.

Excellent benefits package, ample vacation and sick days.

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