COALITION FOR HISPANIC FAMILY SERVICES

Job Posting

Job Title: Behavior Specialist
Reports To: Supervisor
Department: Treatment Family Foster Care (TFFC) Program
Date Available: Immediately
Date Posting: June 17, 2020
Deadline to Apply: Open Until Filled

To apply: Submit a resume and cover letter with qualifications to Nakia Marshall, Program Director, at nmarshall@hispanicfamilyservicesny.org.

GENERAL SUMMARY:
The Behavioral Specialist has experienced working with children, youth and families. The Behavioral Specialist shares a caseload up to eight children/youth and Teaching Foster Parents, functions as a team player and is an integral member of the interdisciplinary team. He/she will have overall responsibility of implementing the concept of positive discipline and the use of behavioral modification plans with the children/youth in the TFFC program. The individual supervises the Teaching Foster Parent’s work with the children/youth through consistent contact.

DUTIES & RESPONSIBILITIES:
- Conducts weekly counseling sessions with the Teaching Foster Parents, children/youth and reviews/discusses treatment plans/goals.
- Periodic telephone calls to TFFC Teaching Foster Parents
- Meets with assigned Case Planner to discuss assessments of children/families, and helps to develop and revise comprehensive treatment plans and goals, and treatment review updates.
- Develops Behavioral Modification Plans with Family Counselor, and monitors the ABC Step Charts and other behavioral modification tracking plans.
- Provides advice and consultation to Teaching Foster Parents regarding specific problems and gives them strategies to help them meet the children/youth needs.
- Provides direct intervention when needed to children/youth and Teaching Foster Parents, as well as consistent telephone contacts.
- Attends and participates in scheduled clinical case conferences, family team conferences to review and discuss current treatment plans and goals.
- Works in collaboration with schools, mental health providers, and other providers involved with the children/youth to assess treatment/ service needs.
- Supports Teaching Foster Parents, children and youth transition to the TFFC program.
Acts as a Back Up to Teaching Foster Parents for medical/MH appointments, as needed.
Documents all contacts in progress notes in CONNECTIONS.
Participates in the matching process and attends all pre-placement conferences/clinical meetings regarding the children/youth assigned.
Participates in weekly supervisory conferences and team meetings with program director, as well as program staff meetings.
Will provide recreation for all children/youth assigned.
In the absence of the Case Planner, will attend court hearings at the request of the Program Director for children/youth on their caseload, as needed.
Makes school visits, at least quarterly and, as needed, at the request of the Program Director
Assist the Case Planner in locating AWOL children/youth, and in submission of required AWOL reporting protocol.
Participates in all required in-service training.
Performs child/youth care functions relevant to daily home care and activities of daily living skills.
Scheduling and setting plans for respite and crisis intervention.
Carries out other program tasks identified by Program Director
Provides emergency coverage to assigned children/youth and families 24/7.

JOB SPECIFICATIONS:

SKILLS:
- Excellent interpersonal, communication and organizational skills are essential.
- Interviewing, counseling and training skills are essential
- Ability to work in collaboration with service providers on behalf of the children/youth assigned.
- Ability to function as a team player.
- A “do whatever it takes attitude” and an overall interest, commitment to working with children, youth and families.
- Bilingual/English/Spanish

EDUCATION:
- A Bachelor’s degree in related field or
- An Associate degree in Liberal Arts with two years’ experience working with children & families or

PHYSICAL REQUIREMENTS:
- Ability to travel in the community conducting home visits, and attendance at meetings with community providers on behalf of children/youth assigned.
- Ability to work flexible hours to meet the needs of the children/youth in the program.

SALARY:
- Based on education/ experience
- Excellent benefits package