

COALITION FOR HISPANIC FAMILY SERVICES
Job Posting

Job Title: FTR Program Supervisor
Reports To: Director
Department: FTR
Date Available: July 01, 2020
Date Posting: January 27, 2020
Deadline to Apply: Open Until Filled

To apply: Submit a resume and cover letter with qualifications to Franc Villalobos, Program Director, at fvillalobos@hispanicfamilyservicesny.org.

JOB SUMMARY: The Coalition for Hispanic Family Services is looking for Casework Supervisors for its Family Treatment and Rehabilitation (FTR) programs in Brooklyn and Queens. FTR services offers intensive preventive case management services to families at risk of removal of children to foster care due to neglect and abuse associated with drug use and/or mental illness. Under the broad supervision of the Director of FTR Preventive Services, this position is responsible for the overall casework service delivery for children and families referred to FTR services by the Administration for Children Services (ACS). The scope of these responsibilities include but are not limited to providing leadership, guidance, supervision of casework staff, as well as management and accountability for service delivery to children and families.

RESPONSIBILITIES:

- Supervision of four Case Planners and 1 Case Aide
- In collaboration with the Site Director, attends Child Safety Conferences, reviews and approves all intake and discharge plans
- In collaboration with the Site Director, oversees program compliance with ACS program standards and implements services initiatives for the program to meet all programmatic requirements, including but not limited to: monitoring/managing program census and utilization, timely intakes, client engagement, ongoing collaboration with COS units and Family Court Legal System (FCLS) as maybe required, collaboration with community providers to families, meeting family contact requirements, family goal achievements, timely Family Team Conference (FTCs) and Family Assessment Services Plans (FASPs), and ongoing appropriate casework documentation
- In partnership with the Solution-Based Casework (SBC) Training Coordinator and Supervisors, ensures program staff are trained and implement Solution-Based Casework Practice Model effectively with their client-families
- Collaborate with program CASAC and MH Clinician in assessment of client-families
- Participates in monthly Clinical Diagnostic Team (CDT) meetings to discuss family case progress, and develop intervention strategies to improve family outcomes
- Ensures program compliance with data collection and statistical reporting, including but not limited to timely data entry and reporting in PROMIS and CONNECTIONS systems
- In collaboration with the QA Specialist, utilizes QA Data to drive program performance and outcomes and ensure goals and targets are routinely met and/or exceeded
- Monitors and ensures program compliance and readiness for ACS PAMS audits by reviewing family case records

- In partnership with QA and management team, participates in the Collaborative Quality Improvement work groups to address program improvement needs
- Meets with SD for supervision to discuss program outcomes, intake/referrals, COS and FCLS systems issues, staff professional development, and high risk family cases
- Complete management reports as requested
- Attend ACS and agency in-house trainings as required
- Provide staff training as maybe required
- Attend community events, forums, coalitions to increase program visibility and knowledge of community resources
- Complete special projects as assigned by the Senior Program Director, or Site Director
- Flexible hours, including Saturdays as may be required

QUALIFICATIONS: The candidate will have a master's degree in Social Work or Mental Health Counseling, and experience working with the mentally ill/substance abusing population. Experience in foster care, preventive services or related field is also favorable. Good verbal and written communication skills are also required, as well as being computer literate. Experience running staff trainings, psycho-educational groups, and Bilingual in Spanish is strongly preferred.

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.

SALARY: Low to Mid 60s, commensurate with experience, professional license, and language skills.