

# COALITION FOR HISPANIC FAMILY SERVICES

## *Job Posting*

**Job Title:** Solution Based Case Work Coordinator

**Reports To:** Senior Preventive Director

**Department:** Preventive

**Date Available:** Currently

**Date Posting:** April 21, 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](mailto:fvillalobos@hispanicfamilyservicesny.org).

**JOB SUMMARY:** The Solution Based Casework Coordinator (SBCC) will work within the Family Support Preventive Services programs, which offers supportive case management services to families at risk of removal of children to foster care due to neglect and abuse. The SBCC will assist agency leadership in coordinating the direct day-to-day activities of Solution Based Casework implementation. Under the supervision of the Senior Preventive Director, the SBCC will closely collaborate with, the *SBC Implementation Team*, the SBC program trainer, QA/QI personnel, program supervisors, the leadership team, and *SBC Central* to promote effective practice and sustainability of SBC.

### **RESPONSIBILITIES:**

- If not already, become a *SBC Certified*
- Serve as primary point of contact for information and support for *SBC* model developer in the training of staff in the implementation phase
- Schedule *SBC* trainings, prepare materials and rooms for staff trainings
- Coordinate *SBC Implementation Team* meetings and activities if requested
- Develop and maintain *SBC* communication tools, binders and forms
- Manage and monitor progress within the *SBC Implementation* website
- Disseminate periodic fidelity reports with program leadership
- Collaborate with *SBC* model developer and QA/QI staff in developing tools to measure effectiveness of training programs and model fidelity
- Assist in internal and inter-agency communications regarding sharing best practices across programs
- In collaboration with the *SBC* trainer, coordinate training of new staff beyond the implementation phase
- Report regularly to the program leadership team regarding implementation efforts and plans
- Attend meetings with other providers implementing *SBC*, to ensure consistency across agencies
- Travel to program sites as may require
- May also serve in other roles within the agency concurrently depending on agency needs

**QUALIFICATIONS:** The ideal candidate will have a master's degree in Social Work or Mental Health Counseling, be *SBC Certified* as a trainer (or be prepared to be trained and pass certification), experience in foster care, preventive services or related field. Good verbal and written communication skills are also required, as well as being computer

literate, and highly organized. Experience running staff trainings, psycho-educational groups is strongly preferred.

**NOTE:** Job descriptions and specifications are not intended and should not be construed as an exhaustive list of all responsibilities, skills or working conditions associated with a job. They are intended to be an accurate reflection of the principal requirements of the position.

**SALARY:** Commensurate with years of experience, credentials, skill set