

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: February 28, 2022

Deadline to Apply: March 07, 2022

To apply: Submit a resume and cover letter with qualifications to Franc Villalobos, Program Director, at fvillalobos@hispanicfamilyservicesny.org by 5pm on March 07, 2022.

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 Associate Executive Director of Preventive Services, 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
- Develop and maintain *SBC* communication tools, binders and forms
- Manage and monitor progress within the *SBC* 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 three preventive programs
- In collaboration with the program *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 keep updated on model practices and ACS expectations and updates
- 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 (or be prepared to be trained and pass certification), experience in foster care, preventive services or related Child Welfare field. Prior supervisory experience is also preferred, work well independently, as well as enjoy program development. 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.

SALARY: 65K-70K, Commensurate with years of experience, credentials, and skill set.