

COALITION FOR HISPANIC FAMILY SERVICES

Job Posting

Job Title: Preventive Family Services Site Director
Reports To: Associate Executive Director of Preventive Services
Department: Preventive
Date Available: December 01, 2021
Date Posting: October 18, 2021
Deadline to Apply: October 25, 2021

To apply: Submit a resume and cover letter with qualifications to Franc Villalobos, Program Director, at fvillalobos@hispanicfamilyservicesny.org by 5pm on October 25, 2021.

JOB SUMMARY: The Coalition for Hispanic Family Services is looking for Preventive Services Site Directors for their Brooklyn and Queens Family Services sites. The Site Director (SD), in partnership with the Senior Director of Preventive Programs (SDP), will be responsible for the on-site, day to day function of the Family Support Services program, and its service delivery to children and families referred by the Administration for Children Services (ACS). The scope of these responsibilities includes, but are not limited to, administrative management and accountability for 96 family cases and its program unit within the Brooklyn and Queens communities, provide leadership, guidance, supervision and direction to program unit in its overall service provision and monitoring of referred family cases.

RESPONSIBILITIES:

- Provide direct supervision of two Preventive Supervisors to support and maintain focus on level of safety and risk, professional development and practices that are client-centered, culturally competent, and trauma-informed
- Provide supervision coverage, as may be required, of Case Planners, Case Aides in the absence of a Supervisor
- Provide supervision of two Family Team Conference (FTC) Facilitators to support and maintain focus on level of safety and risk and monitor family case progress status
- 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
- Oversees, in collaboration with the unit supervisors, 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, meeting family

contact requirements, family goal achievements, timely Family Team Conference (FTCs) and Family Assessment Services Plans (FASPs), and ongoing appropriate casework documentation

- 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
- In partnership with QA and SDP, participates in the Collaborative Quality Improvement work groups to address program improvement needs
- Facilitates case conferences to discuss family case progress, and develop intervention strategies to improve family outcomes
- Meets with SDP for supervision to discuss program outcomes, intake/referrals, QA/QI data, cross-system issues, staff professional development, SBC Model fidelity, and high risk family cases
- Complete internal and external management reports as required
- 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 Director of Preventive Services
- Flexible hours, including Saturdays as may be required

QUALIFICATIONS: The ideal candidate will be a Licensed Clinical Social Worker or LMHC, at minimum, an MSW or MHC, with at least four years as a program supervisor in foster care, preventive services or related field. 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: 80K – 85K, commensurate with experience, professional license, and language skills.