

## 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 02, 2021**  
**Deadline to Apply:** **June 09, 2021**

**To apply:** Submit a resume and cover letter with qualifications to Alexandria Munoz, Program Director, at [amunoz@hispanicfamilyservicesny.org](mailto:amunoz@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