

**COALITION FOR HISPANIC FAMILY SERVICES**  
***Job Posting***

**Job Title:** Case Planner  
**Department:** Foster Boarding Home (FBH)  
**Reports to:** Supervisor  
**Date Available:** Currently Available  
**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) by 5pm on June 09, 2021.

**GENERAL SUMMARY:**

We have been chosen to be one of five foster care agencies in the New York foster care system to implement an evidence-based model called: ChildSuccessNYC-A Foster Care Model.

Child Success NYC is an innovative foster care model that was developed to strengthen placement stability enhances well-being and expedites permanency for children in foster care. Child Success NYC links together different evidence-based model components to establish a New York City model of care The Coalition for Hispanic Family Services Foster Boarding Home program and the Administration for Children Services (ACS) will be taking a new approach to working with foster parents, birth families and youth in foster care. This new approach includes evidence-based models to work with foster parents, birth parents and youth. We are very excited to be part of this foster care pilot program.

This will be a great career opportunity for individuals interested in both learning and implementing evidence based models within the foster care system, as well as, work closely with ACS.

**POSITION DESCRIPTION:**

Case planning with goal of permanency for children either through reunification with parents, and if not possible, through adoption or preparation for independent living. Trained and supported in implementation of three evidence-based models used to support families and caregivers. Conducts birth home and foster home visits in addition to field visits; provide referrals to community service providers in accordance with the service plan for the family; accompanies families to drug treatment, medical, school, housing welfare setting; works with children in onsite care program; attends court hearings in a timely manner with prepared court reports and/or permanency reports. Any other duties assigned.

Each case planner will have a manageable and appropriate caseload of five to six families with a maximum of 12 children, including two children on suspended payment. Each case planner must participate in an extensive 2 week training to learn the KEEP and Parenting Through Change models and group facilitation process. Case planners will facilitate and co-facilitate groups with the other case planners. A mechanism to report client's progress must be developed.

Shortly afterwards, the case planner will participate in training on the Youth Development Skills Coaching model. The Youth Development Skills Coach will be supervised by the case planner. They are expected to have weekly supervision with the Skills Coach for duration of at least one hour.

Case Planners must participate in weekly coaching session with the KEEP and PTC consultants. The purpose of these sessions is to allow the case planner to receive coaching and feedback regarding to model adherence and group facilitation from the consultants. Additionally, the case planners will have an opportunity to ask questions and learn other means to apply concepts and techniques from the group in their one-on one interaction with foster parents, birth parents, and child. The case planner will work in a team, or pod, along with another two case planners. Together they will facilitate and co-facilitate the KEEP and Parenting Through Change Groups.

#### **JOB RESPONSIBILITIES:**

1. Implement evidence-based models with foster parents, birth parents/discharge resources, and youth. This includes running groups and supervising family visits using an evidence-based approach.
2. Advise/counsel/advocacy/case planning with parents and/or discharge resources and children.
3. Attend all court proceedings in timely manner with prepared court reports and/or permanency reports.
4. Maintain a case load of 12 active and 2 suspended pay cases on average.
5. Attend weekly team meetings, consultation, and supervision.
6. Acts as liaison; accompanies and advocates for family in medical, drug treatment and screening, school, and housing setting.
7. Conduct home visits to the homes of foster parents and birth parents/discharge resources.
8. Document reports, progress notes, FASP, plan amendments via connections with the required time frames.
9. Work collaboratively in coordination and providing service with agency/community clinicians, ACS educational providers, collateral agencies, and coworkers.
10. Coordinate and facilitate family and siblings visitation meetings. Supervise as required by the service plan and the evidence-based model.
11. Provides extensive outreach/advocacy services, engages hard to reach families and acts as a resource for referrals, and as a community liaison.
12. Provide Family Planning counseling to youth 12 years old and older and document discussion with foster parents.
13. Participate in all training including training for evidence-based models and other trainings to support model implementation.

14. Any other duties assigned.

**As a group facilitator or co-facilitator of the KEEP or PTC groups, the case planner is responsible for the following:**

1. Conducts weekly groups with parents (foster, kin, biological, and adoptive).
2. Complete pre-session preparation in timely fashion.
3. Attends and is on time to weekly coaching sessions.
4. Submits recordings of sessions and completes required session forms in a timely fashion
5. Reviews KEEP/PTC feedback and practices strategies with colleagues.

**In addition to the group facilitation or co-facilitation, case planners are responsible for the following casework functions:**

1. Assess and monitor for safety and risk.
2. Conduct required casework contacts with the child, parent, foster parents, and collateral contacts (schools, services providers, medical personnel, mental health practitioners, and substance abuse counselors).
3. Make assessment-based referrals as necessary to meet the needs of the child and/or parent.
4. Participate in Family Team Conferences, including but not limited to the placement preservation, reunification/discharge, goal changes, and permanency planning conferences.
5. Complete progress notes and other required documentation.
6. Complete FASP and plan amendments.
7. Attend Family Court and attend all permanency hearings.

#### **QUALIFICATIONS:**

1. The case planner must hold a Masters of Social Work or equivalent human services graduate degree (preferred) or BA/BS/BSW with at least two (2) years of documented relevant experience.
2. Case planners are expected to have the following skills and capabilities:
  - Ability to effectively engage parents.
  - Ability to apply theory of change.
  - Ability to work cooperatively with their agency supervisor(s), KEEP, PTC and YDSC consultants, ACS and other team members.
  - Adherence to the KEEP, PTC and YDSC manuals
  - Makes efficient and creative use of training manuals.
  - Capacity to work within the fidelity guidelines of the KEEP/PTC interventions while delivering the material in a manner that appeals to the needs of individual parents and youth.
  - Ability to provide strength-based feedback and support to foster, kin, and biological parents.
  - Ability to enhance communication among parent group members to promote skill development and social networking.
  - Reviews KEEP/PTC feedback and practice strategies with families.
3. Bilingual and flexibly is a plus.

**Salary:**

High \$35's / Low \$40's / based on education and experience.

Excellent benefits package, ample vacation and sick days.

**JOB LOCATION:** Brooklyn/Queens – 20 minutes from NYC

**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 principal requirements of the position. Any questions or concerns should be directed to the immediate supervisor.