

COALITION FOR HISPANIC FAMILY SERVICES

School-Based Family Support Case Planner

Come join our highly regarded and expanding Family Support Programs and find meaning in making a difference in the lives of children and families! The Coalition for Hispanic Family Services (CHFS) is looking for experienced, as well as recent Bachelor-level Social Workers/Human Services grads who are committed in making a social impact in the communities of Brooklyn and Queens.

Comprising of an inclusive and diverse workforce, CHFS is committed to providing its employees a supportive and safe work environment, as well as ongoing professional development.

BENEFITS:

- Remote workdays
- Comprehensive Medical, Vision and Dental Plan
- Generous paid time off (20 accrued vacation days, sick days, 12 paid holidays)
- 401K retirement plan
- Family, Medical, Childbirth Leave
- Flex Plan
- Life Insurance
- Ongoing Professional Development

JOB SUMMARY: CHFS is looking for 12 Case Planners for its new Brooklyn and Queens School-Based Family Support program sites, to begin July 1, 2024. The goal of SBES is to develop strong partnerships between schools, communities, and parents/caregivers to help children thrive, keep them safe in their homes and communities, as well as empower parents to become active participants in their children's education. Under the supervision of the Unit Supervisor, this position is responsible for direct casework management service delivery to children and families who may be self-referred, referred by designated school-partners, community/school-based providers, or Administration for Children Services (ACS). The scope of these responsibilities includes but is not limited to general case management support and counseling, ongoing assessment of children/family needs and resources, advocacy/referral assistance, home and school visits.

RESPONSIBILITIES:

- Maintain a caseload of up to 12 families.
- Conduct in-person contacts in the family home, school and/or program site.
- Assess children's general well-being around educational, behavioral, and medical needs.
- Assess, refer, advocate and support children and families' participation with community-based resources

- Assess children/family's needs for supportive and concrete services, housing, financial assistance, medical, immigration, legal, etc.
- Maintain ongoing, collaborative partnerships with school staff to support children's academic needs.
- Partner with Case Aide in aiding and supporting families in obtaining resources, support services, and advocacy assistance.
- Complete all casework documentations timely and meet program standards.
- Participate in monthly case conferences to discuss family case progress, and/or develop intervention strategies to improve family outcomes.
- Participate in weekly Supervision for support, coaching and discuss client-family progress.
- Implement Quality Assurance data to drive case practice and improve performance and achieve outcomes.
- Participate in internal and external continuous quality improvement processes.
- Attend ACS and agency in-house training as required.
- Complete special projects as assigned by the Unit Supervisor, and/or Program Director
- One to two late nights as may be required.
- Flexible hours, including Saturdays as may be required.

QUALIFICATIONS: A candidate must have a bachelor's degree in social work or related Human Service field, with one or more years prior experience in school settings, child welfare or other social services, including day care, youth services or other related programs that involves direct work and contact with children and families. Good verbal and written communication skills required. Must be computer literate. Spanish speaking 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 principal requirements of the position.

SALARY: 48K to 52K to start, commensurate with years of experience, degree, and language skills