

COALITION FOR HISPANIC FAMILY SERVICES

School-Based Family Support Case Aide

JOB SUMMARY: CHFS is looking for 4 Case Aides 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. Children and families may be self-referred, referred by designated school partners, community/school providers, or Administration for Children Services (ACS). Under the supervision of the Unit Supervisor, the scope of these responsibilities includes, but is not limited to general casework and administrative support of case planners and supervisors, as well as advocacy/referrals to resources for children and families.

RESPONSIBILITIES:

- Assess client-families for benefits eligibility and provide advocacy, referral assistance for benefits/resources for families.
- Provide escort service and enrollment navigation support for parents/children to community providers as needed.
- Help identify community-based resources/service providers for program staff and families.
- Request educational, medical, mental health and other relevant documents from various providers on behalf of case planners.
- Perform Family Home-Safety Assessments
- Perform school and/or family visits in the absence of the case planner.
- Document all casework support services timely.
- Provide clerical assistance to casework staff, unit supervisor, and/or Site Director
- Attend in-house and/or ACS trainings.
- One or two late nights, including Saturdays as may be required.
- And any other duties as assigned by the program Supervisor or Site Director

QUALIFICATIONS: Applicants must have a high school diploma or GED with at least two or more years of experience in child welfare, school settings 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. Bi-lingual in Spanish 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: 36K - 40K to start, commensurate with years of experience, degree, and language skills.