



Family Coordinator, Staten Island Specialist

The Family Center has been the pioneer in the design and research of care coordination, supportive counseling, permanency planning and advocacy services that address the myriad of issues that challenge families headed by families impacted by illness, crisis and loss. The Family Center's service array includes Outpatient Mental Health and Substance Abuse Treatment, Legal Services, as well as a wide range of supportive services to assist clients with meeting their treatment and life goals. The agency serves over 1,500 adults and children/youth annually. Please visit our website at www.thefamilycenter.org to learn more about our services.

The Caregiver Program provides city-wide care management, parenting support, advocacy, recreational opportunities and peer support to diverse kinship and adoptive families. The Family Coordinator reports to the Caregiver Program Supervisor.

RESPONSIBILITIES

- Provide home and community-based assessment, crisis intervention, care management and support to vulnerable families, with a caseload based primarily in Staten Island.
- Conduct thorough assessments using a variety of locally-developed and standardized tools and develop meaningful service plan goals.
- Facilitate internal and external referrals for a range of services to meet critical individual and family needs and expand access to community-based enrichment and social support.
- Accompany clients to fair hearings, case conferences and other appointments.
- Facilitate peer support groups, family activities and parenting training.
- Maintain a caseload of 16-20 families, about 60% in Staten Island.
- Conduct outreach to promote TFC's services among providers and community members in high-need communities of Staten Island.
- Deliver and document services, including evidence-based interventions, with fidelity to program and agency protocol.
- Document all work with clients in electronic health record system.
- Manage extensive field schedule and use remote access tools to coordinate and communicate with supervisor and peers remotely.
- Manage varied assessment and reporting protocols across caseload based on program enrollment.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Social Work or related field
- Personal and/or professional experience with kinship and post-adoptive families
- Familiarity with benefits and resources available to low-income families in Staten Island.
- Experience facilitating groups and/or delivering training
- Bilingual Spanish a plus
- Family Peer Advocate Certification a plus

Please email a resume, cover letter with salary requirements to jobs@thefamilycenter.org. Please put the words "Family Coordinator, Staten Island Specialist" in the subject line of the e-mail.

The Family Center is an Equal Opportunity Employer.

The Family Center is covered under FMLA.