

**CATHOLIC CHARITIES OF STEUBEN
POSITION DESCRIPTION**

POSITION TITLE:	Child and Family Support Worker	STATUS:	Non-Exempt
DEPARTMENT:	Therapeutic Foster Care	W/C#	8857 Social Worker
EEO CODE:	9	GRADE LEVEL:	310

PRIMARY FUNCTIONS:

The Child and Family Support Worker is a full-time staff position, directly responsible to the Coordinator of Foster Care for fulfilling all case planning functions within the Therapeutic Foster Care Program.

SPECIFIC DUTIES:

1. Assures that the rules and regulations of the NYS Office of Children and Family Services, and the Agency as they are applicable to direct services and ASFA guidelines for children and families, are adequately and appropriately adhered to.
2. Completes all FASPs and other supporting documents within the accepted time frame outlined by Standards.
3. Acts as a case planner, at County Request, relating to community agencies, coordinating services as needed to facilitate child and family reunification.
4. Oversees the services of the therapeutic foster home and ensures compliance with each family's treatment plan through weekly contacts with foster parents and individual meetings with each child.
5. Convenes all case review conferences involving youth, parents, therapeutic foster parents and other service providers as needed.
6. Provides regular outreach family support and education sessions and refers family members for appropriate resources.
7. Participates on the interdisciplinary treatment team (CART) by attending weekly meetings and implementing treatment plans for children and families receiving services.
8. Maintains program statistical information as required by the Agency and all other funding sources.
9. Supervises and/or coaches visitation between family members as necessary to assure the safety and best interest of all members.
10. Provides transportation for children as necessary to fulfill the mandate of facilitating visitation between family members.
11. Attends and participates in in-service and foster parent trainings to develop and enhance social work skills.
12. Provides after-hours on-call coverage for the Therapeutic Foster Care Program (in program rotation).
13. Responsible for any other duties necessary for the Therapeutic Foster Care Program within their abilities as assigned.

TITLE OF DIRECT SUPERVISOR: Coordinator of Therapeutic Foster Care

QUALIFICATIONS:

Bachelor's degree in Social Worker or related field preferred.
1-2 years' experience in case assessment, social work and/or service coordination.
Prior experience in Child Welfare programs preferred.

ADDITIONAL REQUIREMENTS:

- Extensive travel across a six-county area.
- Adheres to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing and documentation standards. All duties must be performed in accordance with CCDR's corporate compliance and ethics program.
- Possess excellent verbal and written communication skills.
- Ability to multi-task and prioritize duties.

**CATHOLIC CHARITIES OF STEUBEN
POSITION DESCRIPTION**

- Willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques.
- Ability to maintain absolute confidentiality in regards to all records reviewed including consumer records, employee records and billing records.
- Proficiency and experience with PC's and Microsoft applications.
- Ability to analyze and interpret data and to handle problem resolution.
- Possession of a valid NYS Driver's license and a driver's record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.
- Demonstrate commitment to Agency Mission Statement.
- Provide effective, equitable, understandable and respectful quality care and services that are responsive to diverse cultural health beliefs and practices, preferred languages, health literacy and other communication needs.

Ability to meet the following physical requirements with or without reasonable accommodation:

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Occasionally lift or move objects weighing up to 30 lbs;
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions;
- Be able to read write and interpret written documents;

EMPLOYER'S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

EMPLOYEE CONFIRMATION:

I have received and read a copy of this job description.

Signature

Date

Printed Name