



## **Family Link Program**

**Title:** Case Planner, General Preventive Services Program

**Reports to:** Supervisor, Family Link Program

**Job Description:** Innovative preventive services program provides home-based therapeutic case management and advocacy services to keep children in at-risk families safe and keep families together. Program entails therapeutic services, ongoing assessment of children's safety and families' needs, formulation of service plan and treatment strategies, participation in Family Team Conferences, and documentation of progress and outcomes.

### **Job duties and responsibilities:**

- Case Planner will comply with NYC Children's Services Standards and Indicators for Purchased Preventive Services and duties outlined in Program Manual.
- Case Planner will provide clinical services, which are provided primarily at families' home (can be in the office at times), on a weekly or bi-weekly basis, from a strengths-based, family-focus perspective.
- Case Planner will work with 12 enrolled (or pending enrollment) families and provide coverage during extensive co-worker absences or vacations and higher caseload as needed in times of crisis/staff shortages.
- Case Planner will work with Family Advocate to ensure positive communication and cooperative work.
- Case Planner will provide community outreach.
- Case Planner will work with families to assess needs and complete documentation such as: psychosocial summaries, intake summaries, service plans and other assessment as needed.
- Case Planner will attend and participate in Family Team Conferences.
- Case Planner attends weekly supervisory sessions with the Supervisor or Director and monthly staff and other required programmatic meetings.
- Case Planner will escort children and families to appointments when necessary.
- Case Planner undertakes activities, i.e., advocacy and referral to services needed, including but not limited to drug and alcohol rehabilitation, mental health services, health services, education, day care, housing, vocational guidance, employment and financial entitlements.
- Case Planner is to obtain medical, immunization and educational records for all children on caseload on a yearly basis, and more frequently when required.
- Case Planner must work flexible hours when required.
- Case Planner must complete required documentation in a timely manner utilizing the computer, such as progress notes in Connections and contacts in PROMIS.
- Case Planner must conduct home and field visits per the standards of the program.
- Case Planner must attend a minimum of 28 hours of required and job related in-service training sessions annually.

- Case Planner is to maintain documentation in an orderly and complete manner.
- Case Planner is to produce paperwork and reports as required for city, state and agency accountability in a timely and specified manner.
- Case Planner will serve as a liaison with community resources.
- Case Planner is to perform intake and case management functions, including crisis response services, as required.

**Qualifications:**

Masters of Social Work or Masters in Counseling required. LMSW or LMHC preferred. Bilingual and bicultural candidates are encouraged to apply.

**Apply:** Interested applicants should send resume and cover letter to [mmorris@mhaofnyc.org](mailto:mmorris@mhaofnyc.org)

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.