

CHILD AND FAMILY SPECIALIST (HELP Program)

General Statement of Duties and Responsibilities

Under general supervision, in the Administration for Children's Services (ACS), working in child protection, family permanency, family support and community affairs, facilitates child safety and other family team conferences at critical case decision points; assesses the service needs and serves as a resource for children, families and providers; makes recommendations for appropriate foster care system placement and services; advocates best care practices and decisions for children and their families; and performs related work.

Examples of Typical Tasks

Facilitates child safety and family team conferences with families, children, foster care and/or preventive service providers, community members, other ACS staff and other service providers.

When placement is required, identifies, assesses and recommends resources and the level of placement for children, based on the least restrictive placement setting.

Facilitates goal changing and heightened risk case conferences with families, children, service providers, community members and other ACS staff when reassessment of child safety, placement changes and/or permanency choices is required.

Ensures that safety, risk and permanency concerns are identified and addressed during conferences in a structured and safe environment for family members. Holds conferences with families to discuss intervention strategies and/or service needs.

May interview and assess children with identified or suspected developmental delays or disabilities, report observations and seek appropriate community resources to address problems.

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CHILD AND FAMILY SPECIALIST (HELP Program) (continued)**Examples of Typical Tasks** (continued)

Participates in conferences and consults with child welfare staff, provider agencies, hospital staff, educational resources and community-based organizations regarding placement and child-specific issues. Provides resource support to provider agency staff and assists them in navigating complex issues.

Reviews preliminary case information including evaluation reports, child interviews and home studies and confers with other professionals involved in the case, where appropriate.

Reviews case information, where appropriate, to ensure services are provided by the provider agencies to meet the child's physical, mental and emotional needs.

Evaluates case practice and services delivered by foster care and preventive service agencies to ensure compliance with the ACS service model. Utilizes data reports to identify and analyze provider agency program strengths and weaknesses. Recommends improvements and provides assistance in program planning and development.

Provides technical assistance to contract agency service provider staff by conducting training and arranging meetings with outside consultants. Reports training provided to ACS program evaluators.

Solicits and gathers information on service provider resources. Maintains and updates listing of referral sources. Provides referral source information to others.

Supervises and coaches family visits using professional techniques, in accordance with ACS policies and procedures. Develops and presents materials to train provider agency staff regarding the functions, goals and policies and procedures of family visiting.

Maintains complete and accurate records and enters pertinent information in databases. Prepares statistical and other reports, where necessary.

CHILD AND FAMILY SPECIALIST (HELP Program) (continued)

Examples of Typical Tasks (continued)

May supervise, train and direct assigned staff.

In the temporary absence of the supervisor, may perform the duties of the supervisor.

Qualification Requirements

A Master's Degree in Social Work from an accredited school of social work and one of the following:

1. A valid New York State Registration as a Licensed Clinical Social Worker (LCSW) and at least one year of full-time, satisfactory, post-graduate experience that includes substantial experience in one or more of the following modalities of practice: facilitation of family team conferences or family group decision-making meetings utilizing a conferencing model which emphasizes family engagement and consensus based decision-making; clinical group work with children, youth, parents or individual families; or the conduct of professional training on topics related to child and family services; or
2. A valid New York State Registration as a Licensed Master of Social Work (LMSW) and at least three years of the experience required in "1" above. Up to two years of this experience may have been in the supervision of social work practice areas described in "1" above; or
3. At least three years of the experience required in "1" above. A valid New York State Registration as a Licensed Clinical Social Worker (LCSW) or Licensed Master of Social Work license (LMSW) must be obtained within one year of appointment. Employees who fail to obtain their LCSW or LMSW within one year after appointment may have their probationary periods extended for no more than six months. Failure to obtain the LCSW or LMSW by the end of the probationary period will result in dismissal.

CHILD AND FAMILY SPECIALIST (HELP Program) (continued)

Qualification Requirements (continued)

Note:

At least one year of the required experience described in 1, 2 and 3 above must have been obtained in the last five years.

Special Note

Section **424-a** of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities has been the subject of a child abuse and maltreatment report. The agency has the discretion to assign a candidate who has been the subject of a child abuse and maltreatment report to a position with no child-care responsibilities.

NOTE: This title is classified in the non-competitive class for a 12-month period under the Hiring Emergency Limited Placement (HELP) Program. At the conclusion of 12 months incumbents will be transferred into Child and Family Specialist (52408) as permanent competitive class employees.