



AGAPE Family Support Specialist

Ithaca | 30 hours per week

About the Coalition: The Adoptive and Foster Family Coalition is a small, vibrant not-for-profit organization that serves as the state's foster and adoptive family association. The Coalition's mission is to unite foster, adoptive and kinship care families, giving them a voice and providing support, information and advocacy. By fostering communication and collaboration between families, agencies and concerned citizens, we seek to ensure the stability, well-being and permanency of all children touched by the child welfare system. The organization is headquartered in New Paltz, with offices in Amityville and Ithaca, as well as a small satellite office in Pomona.

Position Description: The Adoption and Guardianship Assistance Program for Everyone (AGAPE), which is funded by a five-year contract with the New York State Office of Children and Family Services, serves adoptive and guardianship families in fifteen counties. Staff in the Ithaca office serve Tompkins, Broome, Chemung and Schuyler Counties. AGAPE services include referral, crisis intervention, case management, advocacy, training and supportive services. This Family Support Specialist will be part of a small team, and will have case management, coordination and administrative responsibilities.

The position offers compensation of \$30,000 per annum and four weeks of paid time off, paid holidays and fully-paid health, dental and vision insurance, as well as group life insurance and a Simple IRA retirement plan.

CASE MANAGEMENT AND FAMILY SUPPORT RESPONSIBILITIES

- Coordinate and provide care that is safe, timely, effective, efficient, equitable, client-centered and compassionate.
- Handle case assignments, draft service plans, review case progress and determine case closure.
- Help families achieve wellness, build skills and obtain resources that will ultimately allow them to autonomously manage their family's challenges.
- Facilitate multiple care aspects (case coordination, information sharing, etc.)
- Help families make informed decisions by providing information and acting as their advocate when appropriate.
- Coordinate and cooperate with other service providers as needed.
- Provide short term counseling when appropriate, with referral to long-term counseling resources when indicated.
- Foster the development of and assist in the support and coordination of parent support groups.
- Identify, recruit and assist with the training of parent mentors.

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- Work with the AGAPE Regional Director to plan training and educational programming for parents. Present and execute training as assigned.
- Assist, on a rotated basis, with the Coalition's 24/7 HelpLine. Conduct intake, provide information and refer to appropriate services or program as indicated.

ADMINISTRATIVE AND OTHER RESPONSIBILITIES

- Office management, including procurement of supplies and coordination of mailings.
- Process and distribute incoming mail, including bills. Complete disbursement forms and send to main office for payment along with monthly mileage reimbursement forms.
- Coordinate logistics for parenting workshops, trainings and other events, to include securing spaces, accepting registrations, food, equipment, etc.
- Serve as the liaison to building property manager and to Director of Operations and Development in New Paltz office.
- Work with Administrative Coordinator based in Amityville office on issues related to computers, phones, printer, internet, etc.
- Maintain inventory of supplies and print collaterals for the Ithaca office. Work with the Financial and Administrative Coordinator to coordinate ordering.
- Record case information completely and accurately. Ensure that all necessary forms and statistical reports are completed in a timely manner.
- Adhere to professional standards as outlined by protocols, rules and regulations.
- Assist with the Coalition's annual Foster Care and Adoption Conference as assigned.
- Other duties as assigned.

Qualifications: Experience with foster care, adoption and/or kinship care is required. Demonstrated success in working with adoptive and guardianship families preferred. Adoptive parents, relative caregivers, foster parents, birth parents, adoptees and foster or kinship care alums are strongly encouraged to apply. Candidates with knowledge of the regional social service and educational community will be especially well prepared for this position. While not required, a related degree in human services, social work or psychology, for example, is beneficial.

A positive, entrepreneurial, team-focused approach to work is essential. Commitment to the organization's mission, goals and standards required. The position requires travel within the Southern Tier-Finger Lakes region described above, quarterly travel to New Paltz for all-staff meetings and participation in the Coalition annual conference in Albany in May.

To apply: Submit resume and cover letter by 12/31/17 to Renee Hettich, AGAPE Southern Tier-Finger Lakes Director, Adoptive and Foster Family Coalition of New York at 950 Danby Road, Suite 318, Ithaca, NY 14850 or renee@affcny.org.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.