



## **Family Support Specialist**

**Cortland, Madison and Chenango Counties | Full-Time**

**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) Family Support Specialist is part of a small and dedicated team that will expand services into four additional counties in Central New York. AGAPE, which is family-centered and directed, offers a blend of services including case management, advocacy, training, crisis management, support services and youth programming.

AGAPE, which is funded primarily by a multi-year contracts with the New York State Office of Children and Family Services, serves nineteen counties – nine in the Hudson Valley, eight in Central New York and Nassau and Suffolk on Long Island.

The Coalition's Central New York regional office, which is based in Ithaca, serves Tompkins, Broome, Chemung, Schuyler, Cortland, Cayuga, Madison and Chenango Counties. This Family Support Specialist position is a 30 hour per week position and will primarily serve families in Cortland, Madison and Chenango Counties. Weekend and evening hours are required as needed to serve families. At least one day a week will be in the Ithaca office. This position may otherwise be based in either Cortland or Norwich.

### **Duties and Responsibilities:**

- Coordinate and provide care that is safe, timely, effective, efficient, equitable, client-centered and compassionate.
- Handle case assignments, draft family goal 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
- Complete pre and post family assessments.
- Conduct home visits and one-on-one face-to-face meetings.
- Advocate for educational and mental health services for children and families.
- Foster the development of and assist in the support and coordination of parent support groups.
- Work with the AGAPE 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.
- Record case information completely and accurately. Ensure that all necessary forms and statistical reports are completed in a timely manner. Input all case management services in the agency's database (Filemaker).
- Assist Program Director with quarterly reporting to the New York State Office of Children and Family Services.
- 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. Requires driver's license and transportation. The position requires travel within the Central New York region described above, quarterly travel to New Paltz for all-staff meetings and participation in the Coalition annual conference in Albany in May.

**Compensation:** \$30,000, plus benefits as follows: Health, dental and vision insurance, fully paid by the Coalition for the employee; Simple IRA with federal maximum contribution, equivalent of four weeks of paid time off and twelve paid holidays.

**To apply:** Send resume and cover letter ASAP to Renee Hettich, AGAPE Central New York Director at renee@affcny.org or via mail to the Adoptive and Foster Family Coalition of New York, 950 Danby Road, Suite 318, Ithaca, NY 14850.

*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.*

3/27/19