



## Family Support Specialist

Hudson Valley | 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 Family Support Specialist is part of three and a half person team that staff the Coalition's Adoption and Guardianship Assistance Program for Everyone (AGAPE) in the Hudson. AGAPE, which is family-centered and directed, offers a blend of services including case management, advocacy, training, crisis management, support services and youth programming. The AGAPE Hudson Valley program, based in the Coalition's New Paltz office, serves Columbia, Delaware, Dutchess, Greene, Orange, Putnam, Sullivan and Ulster Counties. This Family Support Specialist position is a 37.5 hour per week position. Weekend and evening hours are required as needed to serve families. This position reports to the Family Support Supervisor.

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

### 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.
- Conduct home visits and one-on-one face-to-face meetings.
- 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 periodic family assessments.
- 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 and the Family Support Supervisor 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 and Family Support Supervisor 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 Hudson Valley region described above, quarterly travel to New Paltz for all-staff meetings and participation in the Coalition annual conference in Albany in May.

**Compensation:** \$40,000 per annum plus health, dental, vision and life insurance. Coverage for the employee fully paid by the Coalition. Employer-supported Simple IRA plan. Four weeks paid time off per annum plus twelve paid holidays.

**To apply:** Submit resume and cover letter explaining interest in and experience related to position to Pat O'Brien, AGAPE Hudson Valley-Long Island Director, at pat@affcny.org or 108 Main Street, Suite 5, New Paltz, NY 12561 by 5/15/19.

4/15/19