



## **AGAPE Family Support Specialist**

### **Westchester County - Part-Time (20 hours)**

**About the Coalition:** The Adoptive and Foster Family Coalition is a small, vibrant not-for-profit organization that serves as the state's foster, kinship 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.

**Position Description:** The Family Support Specialist provides case management for the **Adoption and Guardianship Assistance Program for Everyone (AGAPE)**, a comprehensive program designed to be responsive to the needs of adoptive, guardianship, and kinship families. 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 regional program, which is currently based in New Paltz, serves Westchester County as well as Ulster, Dutchess, Orange, and Sullivan counties. This position is a part-time, 20 hour per week that requires evening and weekend hours to serve adoptive, guardianship, and kinship families, parents and youth. The Family Support Specialist reports to the Hudson Valley AGAPE Director.

#### **Duties and Responsibilities:**

- Coordinate and provide care that is safe, timely, effective, efficient, equitable, client-centered and compassionate.
- Help families achieve wellness, build skills and obtain resources that will ultimately allow them to autonomously manage their family's challenges.
- Complete family intake and pre-service assessments and periodic assessments as needed, as determined by the Hudson Valley Director, agency policy and funder requirement.
- Develop and update family goal plans, review case progress and determine case status changes for assigned families.
- Help families make informed decisions by providing information and acting as their advocate when appropriate.
- Coordinate and cooperate with other service providers as needed.
- Conduct monthly in-person home visits and one-on-one face-to-face meetings with each AGAPE family. Virtual and phone home visit meetings with families will require prior approval from the Office of Children and Family Services.
- Advocate for educational and mental health services for children and families.
- Foster the development of and assist in the support and coordination of caregiver support groups.

- Facilitate in-person caregiver support groups at least monthly in accessible locations for families across the AGAPE contract region. Facilitate virtual caregiver support groups that are pre-approved by the Office of Children and Family Services.
- Assist with the planning and execution of in-person family engagement activities in the region.
- Assist with the planning and execution of in-person respite outings that are accessible to AGAPE families in the AGAPE contract region.
- Work with the AGAPE Director to provide in-person educational programming for caregivers, including the Reframing Parenting Series. Plan and provide virtual training for caregivers as pre-approved by the Office of Children and Family Services.
- Provide one-on-one caregiver education during family home visits.
- Participate in team case management meetings.
- Attendance at Monday morning staff meetings is required for all per diem, part-time, and full-time Family Support Specialists.
- Part-time and full-time employees will participate in quarterly staff meetings (per diem employees are invited as their time allows).
- Ensure the integrity of data entered into the agency's case management database. 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.
- Full-time and part-time employees are invited to assist at 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 strongly preferred. Demonstrated success in working with adoptive, guardianship, and kinship families also 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. 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 a driver's license (NYC region excluded, but must have a valid state identification) and transportation. The position requires travel within the region described above.

*Please send: 1) cover letter explaining why you would like to work at AFFCNY and why you feel your lived experiences and skills fit with this job description, and; 2) resume to Pat O'Brien at [pat@affcny.org](mailto:pat@affcny.org).*