

YOUTH AND FAMILY SERVICES COORDINATOR Tompkins County

Department: Department of Social Services

Classification: Competitive

Labor Grade: O(15)

Approved: Reclass of Sr. Caseworker 9/01

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelors Degree **AND** two years of experience in social casework with a public or private social agency adhering to acceptable standards; **OR**

(b) Be certified as a Registered Nurse with one year of experience in that profession **AND** three years of experience in social casework with a public or private social agency adhering to acceptable standards.

SPECIAL REQUIREMENT: The employee must possess a valid New York State drivers license at the time of appointment and maintain such license throughout the life of employment or otherwise demonstrate the ability to meet the transportation requirements of the position.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional human service position whose primary responsibility is to serve as contract liaison between the Department of Social Services staff and those administering contracted youth services preventive and foster care programs. Duties include determining needs and either accepting or rejecting referrals from DSS Staff for programs given the program's contracted criteria and standards. An employee in this class will; develop and implement processes for DSS staff and contracted agencies to work together within contract guidelines and quality assurance standards; provide case management services for contracted programs, monitor contracted programs, case planning, and contract responsibilities; collect data and participate in reporting; perform program review and staff training. The incumbent will also be responsible for providing case assessment, case management, and case planning services for youth and families involved with child welfare services as well as function as a team leader. The work is performed under the general supervision of a Case Supervisor or Program Director. Supervision may be exercised over the work of subordinate staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Serves as contract liaison with contracted youth services preventive and foster care programs;
- Accepts or rejects referrals from DSS Staff for programs and services necessary to carry out plans to meet the needs of individuals or families;
- Develops and implements processes for DSS staff and contracted agencies to work together within contracted guidelines and quality assurance standards;
- Provides case management services for contracted programs including the monitoring of contracted programs, case planning and contract responsibilities;
- Collects data and participates in reporting program reviews;
- Performs staff training relevant to contract programs;
- Interviews applicants and persons referring cases of children or adults needing care, supervision or services;
- Recommends the services necessary to carry out plans to meet the needs of individuals and families;
- Visits with applicants to ascertain the need for services;
- Develops involved or complex social histories and a plan of treatment which (with the supervisor's approval) is the basis for delivery of the services;
- Aids individual caseworkers in formulating service and work organization plans;
- In each case, in cooperation with the individual or family, assists in determining and plans the use to be made of available resources;

- Studies the background and need for care of children referred, securing information from the child himself, the family, relatives, schools, churches, family courts and other agencies;
- Makes necessary collateral contacts with employers, relatives, friends, physicians, hospitals and other agencies;
- When foster care is necessary, determines whether the child's needs can best be met in an institution or foster family home;
- Finds family homes interested in caring for children;
- Studies and evaluates family homes desiring to care for children at board, at wages, or on a free or adoptive basis and recommends boarding home for certification;
- Arranges for medical care of children in foster homes, takes children to doctors, dentists, and clinics if foster parents are unable to do so;
- Plans with parents and relatives for the care of children and reestablishment of the home;
- Makes referrals to other agencies when indicated;
- Writes letters, reports and case notes and keeps statistics for program monitoring as required;
- Periodically reviews cases to determine changes in client situations affecting the need for service;
- Serves as liaison with other adolescent programs, including determining PINS, JDS, SPOA, Probation, etc.
- Makes assessments of safety and risks for children and provides crisis intervention when the conditions justify direct action or intervention;
- Provides casework counseling in a number of areas involving disability benefits, rent subsidies, nutrition services, medical insurance, medical, food stamps, public assistance benefits, financial management and parenting;
- Consults with psychiatrists in crisis situations and assists with obtaining the proper modes of treatment including clinic visits, arranging for S.O.S. or emergency hospitalization, including personally accompanying clients in distress and assisting with admission procedures when necessary;
- Assists a Case Supervisor in implementing the work of the unit;
- Performs all other related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of modern principles and practices of social casework and social group work;
- Good knowledge of Federal, State and local Social Service laws;
- Good knowledge of the principles underlying human behavior and growth;
- Good knowledge of child and adolescent development and adolescent services;
- Working knowledge of the techniques of preparing social studies;
- Skill in interviewing;
- Ability to apply knowledge of social service laws in performance of duties;
- Ability to establish and maintain successful relations with others;
- Ability to plan and supervise the work of others;
- Ability to interpret the work of the agency;
- Good powers of observation and analysis;
- Honesty, integrity, good interpersonal skills and good judgment are required;
- The employee's physical condition shall be commensurate with the demands of the position.