

Position Title: Client Care Coordinator
Department: Social Services
FLSA Status: Non-Exempt

Reports To: Program Director/ LCSW
Employment Status: Full-Time
Position Status: Essential

GENERAL JOB DESCRIPTION

The Client Care Coordinator will assess each family to understand their strengths and determine their service needs

DUTIES AND RESPONSIBILITIES

- Completes comprehensive biopsychosocial assessment with each family to understand strengths and service needs
- Facilitates a team review of the biopsychosocial assessment
- Provides short-term counseling, crisis intervention, risk assessment, safety planning and psycho-education (not psychotherapy)
- Conducts risk assessments
- Collaborates with the Administration for Children's Services (ACS) and/or preventive service agencies when a child's welfare is involved
- Participates in ACS conferences acting as an advocate for families
- Makes referrals and appropriate community linkages
- Facilitates group work (e.g., with young people, with fathers, etc.)
- Communicates and collaborates with service providers to enhance engagement and ensure quality services
- Coordinates safety planning when needed
- Prepares families and children to accept services
- Provides educational trainings to staff
- Facilitates quarterly family meetings with shelter staff to discuss planning efforts and progress
- Prepares exit packets for families moving to permanent housing
- In the event of an emergency, Essential Employees are required to report to work as scheduled
- Duties and responsibilities are subject to change based upon assessment of company needs

SKILLS AND QUALIFICATIONS

- Master's Degree in Social Work from an accredited school of Social Work
- Must be a Licensed Master Social Worker (LMSW)
- Knowledge of child and adolescent development; emotional/behavioral health; mental health, parent-child relationships; family dynamics and diagnostic classification
- Strong expertise in strength-based, solution-focused, and family-centered practice
- Knowledge of guidelines, policies and regulations relating to child welfare, safety, permanency and wellness
- Knowledge and experience with group-work, as well as, working with diverse cultures and ethnicities
- Must be able to communicate effectively (verbally and in writing)
- Bilingual English/Spanish is strongly preferred

If interested in this position please email your resume to spalino@homelifeservices.org