

Harlem Dowling-West Side Center for Children and Family Services has several exciting career opportunities for graduates of Social/Human Services Programs and seeks professionals with a commitment to delivering the highest quality care to the diverse NYC population we serve.

The following exciting and challenging opportunities are available effective January 25, 2007

- **Training Coordinator (1), Human Resources Dept.**

Description: Under the supervision of the Director, responsibilities include the design, development, and implementation of training schedules/curriculums for both foster parents and staff. Knowledge of ACS training compliance requirements required. Primary duties are the preparation of training materials, registration and facilitation of training courses and seminars. Provide training resources, consultation and technical assistance to foster parents and staff. Track and report on required training hours stipulated by funders and ensure compliance controls are implemented.

Qualifications: The ideal candidate will have an advance degree in training and development or MSW. 2-5 years training experience in social services required. Excellent communications skills required both written and verbal with outstanding public speaking skill an advantage. MAPP/GPS and/or ABC training certification. Language proficiency required in English-Spanish both verbal and written.

- **Case Planner (2), TFBH-Foster Care Dept. – Central Harlem**

Description: Under the direct supervision of a Program Supervisor, this position is responsible for the monitoring and guidance of children with special needs (both physical and mental), who are in foster care placement. The scope of these responsibilities includes, but is not limited to delivery of clinical services to special needs children, natural families, foster parents and adoption parents. Individual and group counseling, home visits with children in foster and pre-adoption homes, developing treatment plans, arranging and supervising visits between children and their natural parent/relatives/pre-adoptive parents. Assisting in completion of adoption finalization. Maintaining case records to meet required standards, school visits, casework documentation (UCR/Progress Notes), monitoring of psychological, medical and educational services.

Qualifications: Bachelor Degree in Social Work or related fields required, MSW preferred. Minimum requirement of two years work related experience with knowledge of Foster Care intervention and prevention services. Excellent communication skills, both written and interpersonal required; bilingual proficiency (Spanish-English) a plus. Proven ability to meet deadlines required.

- **Case Planner (1), Jamaica, Queens - Prevention Dept.**

Description: Under the direct supervision of the Supervisor of the Jamaica Prevention Program, this position is responsible for the monitoring and guidance of children and families who are deemed to be at risk of foster care placement. The scope of these includes, but is not limited to individual and group counseling, home visits, school visits, casework documentation, monitoring of medical and educational services.

Qualifications: Bachelor Degree in Social Work or related fields required, MSW preferred. Minimum requirement of two years work related experience preferred with knowledge of Foster Care intervention and prevention services. Excellent communication skills, both written and interpersonal required; bilingual proficiency (Spanish-English) a plus. Proven ability to meet deadlines required.

- **Program Supervisor (1), Central Harlem Prevention Services**

Description: Under the broad supervision of the Director of Manhattan Preventive Services, this position is responsible for the overall casework supervision of child welfare preventive services in Central Harlem and service delivery for children and families referred to preventives services by ACS, community providers and self referrals. The scope of these responsibilities include but are not limited to staffing the program, staff development and training, an array of social services and program accountability for children and families in the program.

Responsibilities: Responsibilities include the overall casework supervision, management and accountability for the Preventive Services Program in Central Harlem. Provides leadership, guidance, supervision and direction to program staff in the overall supervision of program services. Responsibilities include but are not limited to:

- Directly manages the program staff including, hiring, and training and supervision of casework staff.
- Ensures adequate staffing and supervision of the program.
- Assumes responsibility for the overall casework supervision of the program in accordance with ACS and OCFS standards.
- Oversees through the supervision of program staff compliance with ACS program standards and implements service initiatives for the program to meet all programmatic requirements, including but not limited to: timely intakes, client engagement, contact requirements, goal achievement, timely service plans, Uniform Case Recording and appropriate casework documentation.
- Monitors and manages program census and utilization. Ensures program compliance with data collection and statistical reporting, including but not limited to timely completion and submission of the Monthly Progress Report (MPR).
- Develop and maintain communication with other agencies, local, national, professional and trade organizations on current trends and policies in all areas of program and service issues for children and families.
- Conducts workshops and training for staff and families on parenting skills, housing issues, domestic violence, substance abuse, diversity, empowerment, skill building and advocacy, etc.
- Initiates and plans collaboration with interagency and intra-agency programs to maximize and effectuate comprehensive services to children and families
- Attend community meetings. Host community meetings with community providers.
- Reviews and approves all intake and discharge plans.
- Completes internal and external management reports as required.
- Special projects and tasks as assigned by the Director of Manhattan Preventive Services

Qualifications: The ideal candidate will have a minimum of a Masters Degree in Social Work or related field. At least three to five years supervisory experience in foster care preventive services or related field. Knowledge and understanding of working with children and families in a variety of settings and different social service systems. Excellent communication skills, both written and verbal are required with good public speaking skills. Demonstrated organizational and interpersonal skills and the ability to manage crisis situations with sound judgment solutions.

• **Administrative Assistant (1), Central Office – Specialized Services Dept.**

Description: Under the direct supervision of a Program Supervisor, this position is responsible for maintaining and developing all statistical data for all programs and prepares appropriate reports for all respective funding sources. Renew all check request forms. Screen calls for supervisors and caseworkers, takes messages or refers to appropriate person. Provides Administrative support to the Department. Originates and keeps up-to-date card files on all check request and issuance of emergency funds. Updates locator sheets for the department. Provides transportation reimbursements for clients. Maintains staff weekly schedules and department logs.

Qualifications: Knowledge of Office Suite Program; Word Processing (55+ typing speed)
Ability to maintain confidentiality; Excellent communication skills(written and oral)

▪ **Jr. Accountant - Accounts Payable (1), Accounting Dept.**

Description: Under the direct supervision of the Controller, the Jr. Accountant's responsibilities include but are not limited to processing and input of general ledger entries, payroll processing and payroll related transactions, accounts payable, prepares disbursements of checks, reconciles bank account statements, petty cash accounts and assists with banking errands. Performs other accounting tasks or projects as needed.

Qualifications: Current college student or BA/BS degree in Accounting preferred, two to three years work related experience in an accounting environment required. Work related knowledge of ADP payroll processing, general ledger accounting and general ledger accounting entries to MAS 90 accounting system.

Work related knowledge of accounts receivable and payable systems, disbursements of checks, reconciliation of bank account statements and petty cash accounts. Work related knowledge in the functions of excel spreadsheet and MS Word software. Excellent communication skills, both written and interpersonal required, must have proven ability to exercise good judgment and make sound decisions.

▪ **Case Manager (1), Specialized Services Dept. – WSS Unit**

Description: With the direction and guidance from WSS program Supervisor, Case Manager provides supportive services, crisis intervention, and referrals and case coordination services to children and families infected and/or affected by HIV/AIDS. Delegate activities for the community follow-up worker. Responsible for tracking emergency assistance request.

Conduct home visits, field visits, and hospital visits. Coordinate and participate in case conferences and keeps consistent contact with service providers to ensure access to needed services. Provide internal and external referrals to clients as needed. Responsible for completion of all the paperwork necessary and URS data entry for the services provided on weekly basis. Initiate linkages with other CBO's and Agencies. Facilitate educational and support groups. Participates in staff/peer mentorship programs to train peers in case management techniques. Conduct other related activities as assigned by the Program Supervisor. Responsible for completion of intakes, assessments, reassessments, service plans, and case closing activities on Ryan White II cases. Maintain up-to-date records for both WSS United Way, WSS Ryan White II, clients.

Qualifications: High school diploma and two years of related experience or a Bachelor of Arts degree in Psychology, Sociology, Social Work with related area with minimum of one year of experience with HIV/AIDS and at risk population. A strong commitment to working with people living with HIV/AIDS. Excellent written and verbal communication skills. Proven ability to work under pressure. Knowledge of the community and its resources. Ability to advocate strongly and effectively for the clients that we serve. Ability to work effectively within a team setting. Knowledge of the Social Service system.

CANDIDATES WHO ARE INTERESTED IN ANY OF THESE POSITIONS SHOULD FAX THEIR RESUME AND COVER LETTER TO THE ATTENTION OF THE DIRECTOR OF HUMAN RESOURCES AT 212-864-1908 OR E-MAIL THEIR RESUMES TO HDWCHR@AOL.COM

Note: Job descriptions and specifications are not intended and should not be construed as an exhaustive list of all responsibilities, skills or working conditions associated with a job. They are intended to be an accurate reflection of the principal requirements of the position.