

CHILDREN & FAMILY SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Department of Mental Health or BOCES, and involves responsibility as the staff member for the Children's Initiative Program or Partners in Prevention (PIP) Program, as a liaison between the school and family. The goals of this program are to help keep high risk families together and reduce the need for additional services, by providing direct intervention and crisis services to identified youth and families of the programs. The incumbent coordinates with the appropriate agencies to ensure the proper treatment plan is in effect and followed. The work is performed under direct supervision of the Commissioner of Mental Health or the Coordinator, PIP Program, with leeway allowed for the exercise of independent judgement in carrying out details of the work. Supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

The following duties are necessary to maintain the program for high risk families, to keep them intact, reduce out-of-home placements and reduce the need for additional services:

Provides intervention and support to families in crisis, intended to keep the family unit intact;

Plans and coordinates client services treatment plans;

Establishes goals and objectives for client services;

Sets priorities for services;

Develops, coordinates and implements children's groups with co-facilitator, when possible;

Develops, coordinates and implements a support group for parents of children on active caseload;

Coordinates community-wide data collection and tabulation;

Conducts community-based meetings of involved agencies, processes changes and amendments;

Maintains records assuring documentation of services of high risk individuals and families;

Advocates on behalf of children and their families to ensure adequacy of services (ie: educational, legal and community), by providing linkages and coordination with county providers and agencies;

Reviews existing case records for available information to use in formulating a plan of treatment;

Makes necessary collateral contacts with employers, relatives, friends, physicians, hospitals and other welfare agencies;

Makes referrals to other agencies when indicated;

Processes and reviews intake of all referrals to program, and maintains waiting lists, if necessary, and makes referrals for alternative services;

Formulates, and carries out, plans for assistance and/or service;

Provides a positive adult model for the children and youth, and maintains a climate conducive to the growth needs of children and youth;

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Typical Work Activities con't:

Interviews clients in office or home to discuss problems;
Reviews cases periodically to determine changes in client situation affecting eligibility and need for services;
Identifies children who may have health problems, and refers to preventive health programs;
Supervises home care program, and determines client services needs, and client eligibility for services;
Plans, in cooperation with the client or family, the use to be made of available resources;
Completes all necessary written reports, statistics and case files in a timely manner;
Understands and carries out Agency policies and procedures, and reviews policies annually;
May handle emergency situations, which may require flexibility of both time and area assignment;
May assist in budget preparation to facility the provision of services to high risk families;
May arrange for transportation services for families to access local programs;
BOCES position requires that incumbent have own transportation, be eligible to drive on Agency business, and be willing to transport clients, if necessary, and with the appropriate permission.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of social case work; good knowledge of community resources and how to utilize them effectively; ability to coordinate a wide variety of services; ability to establish and maintain successful relationships with others; ability to interpret State and local laws affecting such programs as the Children's Initiative Program and Partners in Prevention Program; ability to prepare technical information, written and oral reports clearly and concisely; ability to comprehend oral and written instructions; good judgement.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's Degree in human services, social work, psychology, or a closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in human services, social work, psychology, social services or a closely related field **AND** one (1) year of social work experience **OR** experience involving counseling, interviewing or investigating work or human or social service work providing direct counseling services; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.