

Position Summary: Under the supervision of the Director, the Intake Coordinator and Family Team Conference (FTC) Facilitator is responsible for facilitating and tracking all conferences as required by the Administration for Children's Services (ACS) utilizing the Family Team Conference Model. The facilitator will ensure the safety and well-being of each child is assessed through a strength based lens. Utilizing strong engagement skills, the facilitator will yield positive safety and permanency outcomes for children and families with the input from a multidisciplinary team and various stakeholders.

Responsibilities:

- Facilitate Family Team Conferences and Service Termination Conferences;
- Maintain fidelity to the Family Team Conference Model;
- Track activities related to FTC conference include timeliness and completion rate;
- Assess the strengths and needs of each child and family member in consultation with the interdisciplinary team and specialty consultants;
- Identify, evaluate and address any and all safety and risk concerns during conferences;
- Participate in supervisory meetings and present FTC data.
- Complete timely documentation in Connections and related agency databases.
- Monitor and ensure that all agency facilitated FTC's are documented in connections.
- Attend inter/intra agency meetings to share information, develop policies and procedures.
- Conduct Quality Assurance activities related to Family Team Conferencing (i.e., monitor the quality of the FTC summaries and outcomes).
- Monitor outcomes related to identifying performance trends, best practices and opportunities for improvement;
- Collect statistical data on Family Team Conferences, compile, and present reports on a monthly basis.
- Ensure adherence with agency, ACS and OCFS policies and procedures;
- Coordinate Intake activities for ABC CPP Preventive Families
- Complete all intake paperwork including data entry into PROMIS, CONNECTIONS.
- Track all program referrals and logs.
- Other related duties as assigned by supervisor.

Qualifications:

- Must be proficient in Microsoft Excel and Word
- Exceptional mediation skills to effectively facilitate group conference situations.
- Strong clinical skills and strength based perspective.
- Strong verbal and writing skills.

- Excellent organizational skills
- Ability to handle multiple tasks at one time.
- Knowledge of core principles and standards for NYC Child Welfare system.
- Ability to travel in and around New York City

To apply email to cbautista@a-b-c.org.