



50 Broadway, 19th Floor
New York, NY 10004

JOB TITLE	Case Planner (Social Worker)
DEPARTMENT	Integrated Services for Children and Families- Family Link
SUPERVISOR	Social Work Supervisor

◆ GENERAL SUMMARY

The Family Link Case Planner is responsible for providing direct services, advocacy and case management to their families and in consultation with them and the Administrative Staff, will assess needs, formulate service planning, treatment strategies, goals and objectives. The Case Planner participates in on-going assessments, offers casework counseling, writes progress reports, and maintains all job-related records.

◆ DUTIES & RESPONSIBILITIES

ESSENTIAL DUTIES

- Case Planner will comply with NYC Children's Services Standards and Indicators for Purchased Preventive Services and duties outlined in Program Manual.
- Case Planner will work with 12 enrolled (or pending enrollment) families and provide coverage during extensive co-worker absences or vacations and work with more families as needed in times of crisis/staff shortages.
- Case Planner will work with Family and Youth Advocate staff, to ensure positive communication and cooperative work.
- Case Planner will provide community outreach.
- Case Planner works with families to assess needs and completes documentation such as: Psychosocial summaries, intake summaries, service plans and other assessments as needed.
- Case Planner will attend and participate in Family Team Conferences.
- Case Planner attends weekly supervisory sessions with the Supervisor or Director and monthly staff and other required programmatic meetings.
- Case Planner will escort and transport children and families when necessary.
- Case Planner undertakes activities i.e. advocacy and referral to facilitate access to services needed, including but not limited to health services, education, day care, housing, drug and alcohol rehabilitation, mental health services, vocational guidance, employment and financial entitlements.
- Case Planner is to obtain medical, immunization and educational records for all children of enrolled families on a yearly basis, and more frequently when required.
- Case Planner must work flexible hours when required.
- Case Planner must complete required documentation in a timely manner utilizing the computer, such as progress notes and FASPs in Connections and contacts and other information in PROMIS.
- Case Planner must conduct home and field visits per the standards of the program.
- Case Planner must attend a minimum of 28 hours of required and job related in-service training sessions annually.
- Case Planner is to maintain documentation in an orderly and complete manner.

- Case Planner is to produce paperwork and reports as required for city, state, and agency accountability in a timely and specified manner.
- Case Planner will serve as a liaison with community resources.
- Case Planner is to perform intake and case management functions, including crisis response services, as required.

SUPERVISORY RESPONSIBILITIES:

There are no supervisory responsibilities for this position.

NON-ESSENTIAL DUTIES

◆ JOB SPECIFICATIONS (Skills, Knowledge, Ability)

◆ LANGUAGE SKILLS:

Case Planner must have the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. She/he must be able to write understandable progress notes, reports and other business documents. She/he must have the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

◆ MATHEMATICAL SKILLS:

Case Planner must be able to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

◆ REASONING ABILITY:

Case Planner must have the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

◆ CERTIFICATES, LICENSES AND REGISTRATIONS:

- None required.

◆ EDUCATION & EXPERIENCE

Bachelor's Degree in Social Work or a related field.

NOTE This job description should not be misinterpreted by the employee as a contract. Management has the right to change or reassign duties and responsibilities to this job at any time
PLEASE READ, SIGN AND RETURN TO THE HUMAN RESOURCES DEPARTMENT

EMPLOYEE NAME (Please Print)	EMPLOYEE SIGNATURE	DATE