



Position: Family Team Conferencing (FTC) Manager
Program/Department: Preventive Services /Family Services
Reports to: Program Director
Work Location: 400 Liberty Avenue, 2nd Floor, Brooklyn 11207 and 1491 Broadway, 3rd Floor, Brooklyn, NY 11221
Hours: Full Time

Position Summary:

This position has been newly created in order to meet the changing policies and demands of NYC’s child welfare system (also known as The Administration for Children’s Services), particularly in the area of Family Team Conferencing. This role requires a combination of clinical and administrative duties and is best suited for an experienced child welfare professional, who is seeking to expand their administrative and management skills. The FTC Manager will coordinate conference facilitation plans throughout the whole program (across 2 sites-one in Bushwick and one in East New York), in order to ensure program compliance and optimize operations.

As the program’s lead conference facilitator and coordinator, the FTC Manager will focus on utilizing NYC’s child welfare system’s family team conferencing model as a tool to engage families in a collaborative decision-making and planning process to address concerns about their child(ren)’s safety and wellbeing. The FTC Manager will provide leadership and support to both levels of staff (Social Workers and Supervisors) to optimize family attendance at conferences and sustain their engagement throughout the treatment process. This may include, but is not limited to, forecasting and supporting staff’s compliance with deadlines, modeling and supporting diligent family outreach, facilitating conferences, documenting all FTC activity, and providing resources and service linkages to meet needs identified in conferences and service plans. The FTC Manager will also assist the Quality Assurance (QA) Manager with conducting internal case reviews and fidelity checks on a regular basis, to ensure that compliance and best practice standards are met consistently, particularly with regard to our FTC and FASP (Family Assessment and Service Plan) practice.

Our Preventive Services program is funded by NYC’s child welfare system (also known as The Administration for Children’s Services) and aims to stabilize and strengthen families, in order to prevent the foster care placement of children and reduce the risk of future child maltreatment. Our Masters level Social Workers provide therapeutic interventions that help parents/caregivers increase their sense of agency and strengthen their executive functioning, so children can get what they need and families can become more self-sufficient and avoid subsequent system involvement. Our community-based services include family therapy, parent coaching, client advocacy, and case management support. We use Structural Family Therapy (SFT), a strengths-based, systemic, and behaviorally focused approach to activating change in families and their relationships with outside systems. We are currently in process of developing the first SFT practice model for child welfare, in partnership with The Minuchin Center for The Family.

Responsibilities:

- Facilitate and participate in Family Team Conferences- Engage families in making decisions and plans to address safety and risk concerns, make safety/risk decisions, and document conference activity and your assessment and recommendations
- Coordinate FTC facilitation plans for the whole program (across 2 sites) with the Supervisory Team, in order to ensure that all coverage needs are met in a timely and planful manner.
- Collaborate and advocate with ACS staff as needed, in order to support diligent and efficient scheduling and sound decision-making (prior, during, or post-conference)
- Assist with tracking and supporting program’s compliance with FTC and FASP deadlines and best practice standards
- Assist with the evaluation of staff’s compliance and practice, via documentation reviews and fidelity checks of



session videos

- Collaborate with program's supervisory and management team in order to report critical conference activity, address/promote the development of staff, and ensure program diligence with tasks assigned in FTCs and FASPs (i.e. service plans)
- Conduct outreach and intervene with families, as needed, to support family engagement and treatment progress and any needed service linkages
- Enforce program policies and protocols and promote the agency's mission
- Participate in agency-wide groups and meetings, as required
- Assist with development of funding proposals, as needed
- Other tasks as may be required

Qualifications:

- Masters level education in Social Work or a similar discipline
- At least 3 years of post-masters experience doing clinical work with children/families
- Familiarity with the basic structure and mandates of NYC's child welfare system
- Previous experience with safety and risk assessment and a strong record of sound decision-making and service planning
- Capacity to learn how to evaluate and promote the application of our Structural Family Therapy practice model and willingness to be involved in our model development process
- Previous experience with facilitating groups, supervising interns or other staff, and working within an interdisciplinary team
- Basic computer proficiency and comfortability with typing
- Strong organizational and writing skills
- Ability to multi-task and manage multiple deadlines
- Ability and willingness to travel between sites and work in the field, as needed (i.e. clients' homes, shelters, ACS offices, etc.)
- Ability to work until 8 pm, 2 nights a week

Qualifications Preferred:

- Bilingual Spanish
- LMSW or LCSW
- Previous work experience in NYC's Preventive Services or Foster Care systems
- Completion of training in ACS's Family Team Conferencing Facilitation model
- Previous training in or experience with Structural Family Therapy

Contact:

Email Resume and Cover Letter to:

Jennifer Murayama – Director Preventive Services

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