

# LOWER EAST SIDE FAMILY UNION

227 East 3<sup>rd</sup> Street, New York, NY 10009  
107-30 71<sup>st</sup> Rd, #204, Forest Hills, NY 11375

## Application for Professional Employment

The Lower East Side Family Union is an Equal Opportunity Employer. Personnel are chosen on the fact of ability and qualifications without regard to race, color, religion, sex, age, national origin, marital status, disability, sexual orientation, veteran status or citizen status in compliance with Federal, State and Municipal laws.

Date of application: \_\_\_\_\_ Position applying for: \_\_\_\_\_

Date available to start: \_\_\_\_\_ Desired Annual Salary: \$ \_\_\_\_\_

Name (Last, First, Middle): \_\_\_\_\_

Address: \_\_\_\_\_

(Street)

(Apt #)

(City)

(State)

(Zip Code)

Preferred Telephone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Social Security: \_\_\_\_\_ Are you a citizen Yes \_\_\_\_\_ No \_\_\_\_\_

Are you eligible to work in the United States Yes \_\_\_\_\_ No \_\_\_\_\_  
*(US Department of Homeland Security)*

Do you have any relatives employed by LESFU: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list employees name: \_\_\_\_\_

Military Service: Yes \_\_\_\_\_ No \_\_\_\_\_

Date of Military Service: \_\_\_\_\_ Branch of Military Service: \_\_\_\_\_

Which languages other than English do you read and/or write and /or speak fluently?

Spanish: \_\_\_\_\_ Mandarin: \_\_\_\_\_ Cantonese \_\_\_\_\_ Other \_\_\_\_\_

## EDUCATION

Type of School	Name of School	School Address	Degree/Diploma Earned
<u>College/Graduate</u>	_____	_____ _____	_____
<u>College/Undergraduate</u>	_____	_____ _____	_____
<u>High School/GED</u>	_____	_____ _____	_____

Special Training/Courses/Workshops/Institutes:

\_\_\_\_\_

## EMPLOYMENT HISTORY (Starting with PRESENT or MOST RECENT list the last three in consecutive order).

EMPLOYER'S NAME & ADDRESS	POSITION HELD	DATES EMPLOYED	REASON FOR LEAVING
_____	_____ _____	_____ _____	_____ _____
_____	_____ _____	_____ _____	_____ _____
_____	_____ _____	_____ _____	_____ _____

List Special Certifications:

\_\_\_\_\_

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**Please give additional information, experiences or activities, which you feel are essential to application for this position:**

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**Please list three (3) professional references (Name, Title, and Contact Number):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**In the case of an emergency, we should contact:**

**Name:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

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**READ CAREFULLY:**

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references. If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Where YOUR Family Comes First

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)



***Stop here unless you are applying for a case management position (e.g., Program Director, Team Supervisor, Case Planner/Manager or Case Aide). If so, please complete the following assessment questions.***

# **Service Plan Assessment/Planning**

## ***Circumstance #1***

Father is an alcoholic, hot tempered and manipulative.

The school reported to ACS that Robert, age 9, displayed emotionally disturbed behaviors at school (depressed, looks out the window and stares at the wall for a long time in class) and he reported that the father hits mom and two other siblings in front of him. Father sometimes hit him when he was drunk and upset.

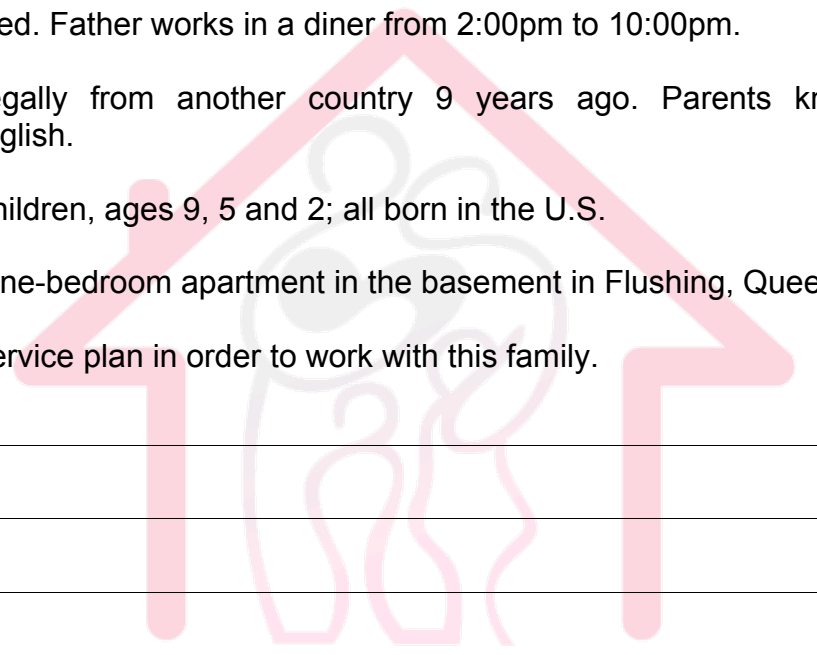
Mom is unemployed. Father works in a diner from 2:00pm to 10:00pm.

Family came illegally from another country 9 years ago. Parents know only a little conversational English.

There are three children, ages 9, 5 and 2; all born in the U.S.

Family lives in a one-bedroom apartment in the basement in Flushing, Queens.

Please develop service plan in order to work with this family.



**LOWER EAST SIDE  
FAMILY UNION**

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**Your First Home Visit**

**Circumstance #2**

Case was opened on 6/3/2015. You are conducting the first home visit at 11:00am today.

When you visit the home of the client, you see two cockroaches running past you when you enter the kitchen. Dishes unwashed in the sink.

The table has a sharp corner. The iron is on and unattended.

The newborn baby is lying on the floor. She smells bad; the diaper has not been changed yet. The 5-year-old son is playing in the backyard. The yard is occupied with plastic and metal bottles. This family collects these bottles to redeem some money at the supermarket.

Mom is very anxious and is yelling at her 5-year-old son. She wants him to finish his breakfast (one slice of plain toast-that's what he usually has). Mom looks like she just got out of bed. Hair uncombed, bad breath. She complained that 5 minutes ago Con Edison called and they are going to cut off the service if the unpaid bill (\$609) is not received before 6/17/2015.

As a case Planner, what would you do during this home visit under these circumstances?

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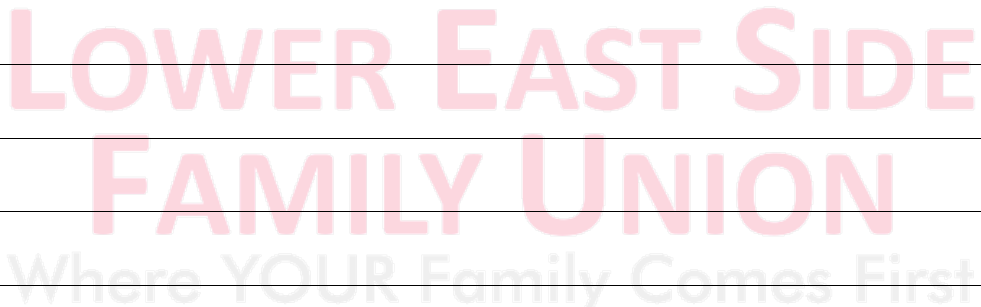
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## Language Capacity Assessment

### **Circumstance #3**

It is Wednesday at 10:00am. You went to your client's home but no one answered the door. You made the appointment with the client last Friday during a telephone call and the client agreed on your visit.

Please write a note and leave it for you the client in your second language. If you don't speak any other language than English, create a note in English.



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**Based upon Circumstance # 1**, your response and drawing upon your own knowledge please complete the Supervisory Case Record Review:

**Supervisory Case Review**

Case Name:	Client Name (if different):	CID:	CRD:
CWS <input type="checkbox"/> ADVPO <input type="checkbox"/>	Case Planner:	Supervisor:	Date of Review:

**Case Records/Documents Reviewed:**

(Physically review hard/electronic case record for required documents – Health/Education Consents and Reports, Psychosocial, DS 2921, Initial Assessments/Screens, etc.)

- If FASP is in process, was there a FTC?
- Was there a recent FTC and if so, what is the plan of action according to the FTC Agreement?

**Monthly Face-to-Face Contact Dates and Type:**

(Include attempted contacts/diligent efforts – Identify child(ren) seen during the contact)

**Risk Assessment:**

(Discuss the reason why PPRS is necessary)

**Child(ren) Safety:**

(Assessment of environmental, physical and emotional well-being)

**Service Plan/Case Update/Progression:**

(i.e., Monthly Goals Met/Unmet, Behavioral Changes – describe how. If goals are unmet – discuss barriers and describe next steps/interventions):

**Assessment of Case Planner’s Activities with the Family:**

(Engagement efforts consistent with family needs, culture and service goals – refer to supervision notes. Discuss CP follow-up events/activities with the family):

**Overall Supervisory Assessment to include CP Next Steps:**

\_\_\_\_\_  
(Supervisor Signature)