

Lower East Side Family Union, A Non-profit organization established in 1974 to strengthen, preserve and empower families seeks qualified professionals to assist in its efforts of enhancing the quality of family life through the delivery of culturally linguistic and responsive services.

Case Aide (Full-time)

Successful candidates will make casework contacts (to include collateral visits), escort clients for services and support counseling efforts and document client activities and events. The Case Aide will serve as utility personnel to ensure overall program compliance (Family Team Conferencing).

Essentials Duties and Responsibilities (but not limited to):

- Assist with counseling and case management services for clients and crisis intervention;
- Make visits as required in the community (school, hospital) to assist and support the family as required.
- Documents timely and accurate progress notes and client records. Document progress/obstacles in meeting service plan goals;
- Attend/conducts agency sponsored meetings, supervisory sessions, trainings/workshops and Family Team Conferences as requested;
- Establishes an atmosphere conducive to facilitating an FTC that is strength-based, solution-focused, and engages all stakeholders in a participatory process to assist in reaching consensus;
- Ensure timely documentation of FTC summary report in CNNX to be contemporaneous with the time conference was held;
- Assist with statistical data regarding services to clients; provide vignettes, client summaries or other report information as needed;
- Foster the preservation of family relationships through counseling and engagement of the family members;
- Help clients identify resources in their respective neighborhoods; make home/field visits and assess safety;
- Perform all other duties and responsibilities as assigned by Team Supervisor or member of the Supervisory Council;
- Participate in biweekly Clinical Diagnostic Team Meeting

Qualifications:

A commitment to the mission and programs of LESFU

High School Diploma/General Equivalency Diploma, BS/BSW (preferred)

Outstanding interpersonal and communications skills, both oral and written

Passionate and demonstrated commitment for working with children and families in underserved communities

Demonstrated ability to manage deadlines and to make decisions

Ability to use MS Word, spreadsheets, and familiarity with PROMIS and CONNECTIONS

Bilingual English/Spanish (preferred)