



Child Safety Conference Facilitator

POSITION SUMMARY:

Every Kid Counts Child Safety Conference (CSC) Facilitator is responsible for planning, coordinating, and conducting Child Safety Conferences (CSC) for families whose children are at high-risk for entering, or who have recently entered, the foster care system in Westchester County. The CSC Facilitator will use the Family Team Decision Making (FTDM) model to facilitate and lead the process by engaging families, Child Welfare staff, community members, and service providers to create a consensus-based plan to mitigate harm and increase safety for the child.

Full-time (35 hours per week), some nights and weekends may be required.

\$55,000 per year

RESPONSIBILITIES INCLUDE:

- Upon receipt of a CSC referral, acts in a timely manner to schedule, plan for, and invite all appropriate participants to the CSC.
- Prepares all participants for the CSC by explaining the structure and process of a CSC.
- Leads CSC participants in the FTDM process and facilitates the discussion to ensure that the best decisions are made in regards to the safety and well-being of the child(ren).
- Utilizing a trauma-informed lens, promotes an inclusive, safe and supportive environment where all meeting participants are heard and their expertise acknowledged.
- In partnership with the family and other participants, creates a safety plan that reflects the family's strengths and incorporates community resources which address the safety, behavioral, educational, emotional and permanency needs of the child.
- Effectively manages disagreements and strong emotions as they arise during the process by utilizing communication and conflict management skills.
- Using an equity lens, displays an understanding of the cultural, socio-economic and psychosocial challenges that affect families involved with the child welfare system.
- Accurately records CSC information and decisions on designated forms, provides a copy to all conference participants, and enters documentation related to the CSC process in an electronic database in a timely manner.
- Keeps necessary records, provides reports, data, and statistical information to Family Ties and the Westchester County Department of Social Services (WC DSS), as required.
- Maintains contact and consults with WC DSS, agency personnel, and service providers as needed.
- Participates in all agency quality improvement activities.



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MUST-HAVE:

- Master's degree in Social Work or a related field.
- Experience working with high-risk families who present with multiple complex issues; ability to sort out safety and risk concerns.
- Knowledge of the child welfare system.
- Sound judgment, good decision making skills, and a high degree of tact and professionalism.
- Strong assessment and clinical skills.
- Experience using an electronic health record.
- Solid record keeping and documentation skills, and ability to manage multiple assignments.
- Superior time management and organizational skills, with the ability to meet deadlines.
- Excellent engagement, interpersonal/communication, and conflict resolution skills.
- Group facilitation experience/skills.
- Proficient in Zoom and Microsoft Office Suite including Word, PowerPoint, and Outlook.
- Ability to work independently, as well as contribute to a team.
- Ability to work with diverse racial, cultural, and economic groups, utilizing an equity lens.
- Valid NYS driver's license, safe driving history, and a vehicle that is properly insured and registered in accordance with NYS DMV regulations.

WOULD BE GREAT TO HAVE:

- Ability to communicate effectively in Spanish.
- Knowledge of Mental health and juvenile justice systems
- Training or experience in Family Team Meeting/Safety Conference facilitation.
- Familiarity with the Westchester community that we serve.
- Knowledge of System of Care principles.
- Understanding and appreciation of Trauma-Informed Care principles

Please submit cover letter and resume to HR@Famtieswest.org

For additional information, please contact Madeline Lombardi at (914) 995-5238.