



JOB DESCRIPTION

Position: Case Planner **Job Code:** [Job code]
Reports to: Clinical supervisor **EEO:**
Location: Staten Island, NY **FLSA:** Non Exempt
Program: Safe Way Forward **Paygrade:**

Summary:

Safe Horizon's Family Focused Program provides comprehensive trauma-informed client-centered services to families who are affected by intimate partner violence and are involved in the child welfare system. Our goal is help those who have experienced physical, emotional or other forms of abuse to establish long-term safety and healing from the effects of trauma. Safe Horizon uses a client centered, trauma informed, anti-oppressive approach to supporting clients.

Safe Horizon recognizes that families who have experienced intimate partner violence may want to or need to stay in contact with the person causing harm in the family. The Family Focused Program (FFP) was designed to engage family members with support to assist in healing and explore ways for families to maintain contact where safe to do so. In this model, all participating members of the family are considered clients (survivor, person causing harm, and their children).

Essential Job Functions:

The case planner provides both practical advocacy services and support to domestic violence survivors, their children and the person causing harm (separately). Duties may include some or all of the following:

- Conduct comprehensive intake and needs assessments for survivors of domestic violence, their children, and/or persons causing harm in intimate partner relationships;
- Provide crisis intervention and short-term counseling for survivors of domestic violence
- Deliver high quality case management and practical services to children and families including assistance with obtaining services including, but not limited to: safe housing, public benefits, emergency financial assistance, educational services, legal advocacy and representation, and other needed services
- Commit to developing practice skills in accordance to Safe Horizon's client centered, trauma informed, anti-racist approach
- Engage in safety assessment and risk management dialogues with clients to safety plan
- Develop service plan including short and long-term goals
- Conducting home, office, and school visits with clients and their families.
- Provides emergency assistance including transportation, food vouchers, financial assistance, emergency cell phones, and lock replacement

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- work closely with the Administration for Children's Services' Family Service Unit (FSU) and Family Court Legal Services (FCLS), and participate in family court hearings
- Accompany clients to appointments related to accessing services such public assistance and other entitlements
- Participate and support clients in family team conferences
- Make phone calls and write letters to advocate on behalf of clients
- Maintain clear, concise, and timely documentation with all relevant client information including data entry into a computerized record keeping system
- Attend trainings relevant to position
- Actively participate in individual and group supervision, in accordance with Safe Horizon's quality supervision standards
- Preparing for and participate in regularly scheduled FFP team case review meetings about new and on-going cases;
- Maintain open communication with supervisors and team members
- Complete referrals and collaborate with other service providers internally and externally as needed
- Participate in the service team of clinician and case planners responsible to maintain a mixed caseload of families (including survivors and their children and persons causing harm)
- Implement strategies for addressing vicarious trauma

Supervisory Reports: None

Required Skills:

- Sensitivity towards and understanding of victimization, especially the experience of survivors of domestic violence and all members of their families including the person causing harm in the family;
- Strong communication and organizational skills;
- Excellent interpersonal skills, be assertive and well organized;
- Ability to work under pressure in a calm and reassuring manner;
- Demonstrate the ability to work independently and also work on a team with an appreciation of different points of view

Qualifications:

- Ability to work evenings as needed and maintain a flexible work schedule
- Basic understanding of computer and systems for managing case records
- BA or BS Degree or equivalent relevant experience
- Two years of experience working with victims of domestic violence

Strongly Preferred:

- Bilingual Spanish/English fluency
- Strong oral and written communication skills
- Training and experience in case management and/or working with survivors of domestic violence or persons causing harm in a trauma-informed setting;
- Knowledge of the New York City domestic violence service system, public benefits, child welfare, housing system and other social services.

To apply please follow or paste the job link on browser:

<https://safehorizon.csod.com/ats/careersite/JobDetails.aspx?site=1&id=756>

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Author Name & Title: _____ 2nd Level Supervisor: _____

Human Resources: _____ Date: _____

Disclaimer:

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APPROVALS

Author Name & Title: _____

2nd Level Supervisor: _____

Human Resources: _____

Date: _____



JOB DESCRIPTION

Position: Clinical Director

Job Code: [Job code]

Reports to: Sr. Director

EEO:

Location: Staten Island, NY

FLSA: Non Exempt

Program: Safe Way

Paygrade:

Summary:

Safe Horizon’s Family Focused Program provides comprehensive trauma-informed client-centered services to families who are affected by intimate partner violence and are involved in the child welfare system. Our goal is help those who have experienced physical, emotional or other forms of abuse to establish long-term safety and healing from the effects of trauma. Safe Horizon uses a client centered, trauma informed, anti-oppressive approach to supporting clients.

Safe Horizon recognizes that families who have experienced intimate partner violence may want to or need to stay in contact with the person causing harm in the family. The Family Focused Program (FFP) was designed to engage family members with support to assist in healing and explore ways for families to maintain contact where safe to do so. In this model, all participating members of the family are considered clients (survivor, person causing harm, and their children).

Essential Job Functions:

The Clinical Director provides direct supervision to a team of Clinical Supervisors to provide an array of services to survivors of domestic violence, their children and the person causing harm (separately). Duties may include some or all of the following:

- With the Senior Director, inform and implement all program start-up activities including hiring program staff, developing staff training and team development plans, developing partnerships within Safe Horizon’s programs and the Administration for Children’s Services
- Inform and document FFP service and coordination protocols;
- Provide individual supervision (including trauma treatment, preventive, and administrative supervision) and group supervision to the Clinical Supervisors, in accordance with Safe Horizon’s supervision standards
- Conduct in-depth intake assessments with survivors and persons causing harm in the family to screen for mental health needs, safety issues, substance use
- Provide expert clinical consultation (with an emphasis on the dynamics and impact of IPV and child trauma) to the Clinical Supervisors and ACS partners, to ensure the response to children and families is well coordinated and provided in a child-focused, trauma-informed manner;

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2nd Level Supervisor: _____

Human Resources: _____

Date: _____

- Prepare for and facilitate case disposition meetings with support from the Deputy Director,
- Working in close partnership with the team of Clinical Supervisors and ACS to coordinate service provision for children and families impacted by, domestic violence;
- Develop and enhance preventive and trauma intervention services;
- Facilitate and support clients in family team conferences
- Ensure staffs' timely and accurate entry of data into required data systems;
- Review staff documentation of all relevant client information and timely documentation of supervisory notes
- Attend trainings relevant to position, including learning and consultation on evidence-based treatment models
- Coach and develop staff's practice skills in accordance to Safe Horizon's client centered, trauma informed, anti-racist approach
- Actively participate in individual and group supervision; including conducting individual and group supervision for direct reports, in accordance with Safe Horizon's quality supervision standards
- Prepare for and participate in regularly scheduled FFP team case review meetings about new and on-going cases; where appropriate
- Analyzing client data and making recommendations to the Senior Director for service delivery enhancements
- Maintain open communication with supervisors and team members
- Implement strategies for addressing personal and staff vicarious trauma
- Model effective team-building, collaboration, conflict-resolution and problem-solving skills
- Complete performance reviews for all direct reports in a timely manner that identify staff strengths, areas for growth and professional development commitments

Supervises: Clinical Supervisors

Required Skills:

- Sensitivity towards and understanding of victimization, especially the experience of survivors of domestic violence and all members of their families including the person causing harm in the family;
- Strong communication and organizational skills;
- Ability to work under pressure in a calm and reassuring manner;
- Basic understanding of computer and systems for managing case records
- Commitment to anti-racism work
- Strong leadership, organizational, team-building, conflict-resolution skills required.

Qualifications:

- An advanced degree (MSW or PhD) or related field required.
- Minimum 5 years clinical experience working with children and families and at least 2 years of clinical supervisory experience required and/or clinical supervision
- Prior experience working with children and families impacted by domestic violence, abuse and/or trauma
- Expertise in acute, trauma-focused, evidence-informed practices working with children and families impacted by abuse and trauma preferred;

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2nd Level Supervisor: _____

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Date: _____

- Ability to work evenings as needed and maintain a flexible work schedule
- Provide some on-call support

Strongly Preferred:

- Bilingual Spanish/English fluency
- Strong oral and written communication skills
- LCSW or comparable licensure preferred.
- Experience with family therapy or individual therapy preferred with survivors of domestic violence or persons causing harm in a trauma-informed setting;
- Knowledge of the New York City domestic violence service system, public benefits, child welfare, housing system and other social services.

Please follow link or copy and paste on browser to apply

<https://safehorizon.csod.com/ats/careersite/JobDetails.aspx?site=1&id=762>

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2nd Level Supervisor: _____

Human Resources: _____

Date: _____



JOB DESCRIPTION

Position: Clinical Supervisor

Job Code: [Job code]

Reports to: Clinical Director

EEO:

Location:

FLSA: Non Exempt

Program: Safe Way Forward

Paygrade:

Summary:

Safe Horizon’s Family Focused Program provides comprehensive trauma-informed client-centered services to families who are affected by intimate partner violence and are involved in the child welfare system. Our goal is help those who have experienced physical, emotional or other forms of abuse to establish long-term safety and healing from the effects of trauma. Safe Horizon uses a client centered, trauma informed, anti-oppressive approach to supporting clients.

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Essential Job Functions:

The Clinical Supervisor provides direct supervision to a team of Case planners and Clinicians to provide an array of services to survivors of domestic violence, their children and the person causing harm (separately). Duties may include some or all of the following:

- Working in close partnership with the team of Family Support Team (including Case Planners, Clinicians, and Parent Coaches) and ACS to coordinate service provision for children and families impacted by, domestic violence;
- Assist the Clinical Director in developing and enhancing preventive and trauma intervention services;
- Work with Case Planner to develop treatment goals with clients and strategize how to support clients in achieving goals
- Facilitate and support clients in family team conferences
- Review and approve Family Assessment and Service Plan
- Administer trauma screenings and trauma assessments to children, survivors of domestic violence and/or persons causing harm in intimate partner relationships; when appropriate
- Conduct home visits with clients and their families, when appropriate.
- Ensure staffs’ timely and accurate entry of data into required data systems;
- Review staff documentation of all relevant client information and timely documentation of supervisory notes
- Attend trainings relevant to position, including learning and consultation on evidence-based treatment models

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Author Name & Title: _____

2nd Level Supervisor: _____

Human Resources: _____

Date: _____

- Coach and develop staff's practice skills in accordance to Safe Horizon's client centered, trauma informed, anti-racist approach
- Actively participate in individual and group supervision; including conducting individual and group supervision for direct reports, in accordance with Safe Horizon's quality supervision plan
- Prepare for and facilitate regularly scheduled FFP team case review meetings about new and on-going cases;
- Maintain open communication with supervisors and team members
- Collaborate with other service providers internally and externally as needed
- Implement strategies for addressing personal and staff vicarious trauma
- Complete performance reviews for all direct reports in a timely manner that identify staff strengths, areas for growth and professional development commitments

Supervises: Case Planners and Clinicians

Required skills:

- Sensitivity towards and understanding of victimization, especially the experience of survivors of domestic violence and all members of their families including the person causing harm in the family;
- Strong communication and organizational skills;
- Excellent interpersonal skills, be assertive and well organized;
- Ability to work under pressure in a calm and reassuring manner;
- Demonstrate the ability to work independently and also work on a team with an appreciation of different points of view
- Ability to work evenings as needed and maintain a flexible work schedule
- Strong oral and written communication skills

Qualifications:

- An advanced degree (MSW) or related field and two years of supervisory experience in social service and/or clinical supervision
- Prior experience working with children and families impacted by domestic violence, abuse and/or trauma
- Experience working with family involved in child welfare
- Provide some on-call support
- Basic understanding of computer and systems for managing case records

Strongly Preferred:

- Bilingual Spanish/English fluency
- Experience with family therapy or individual therapy preferred with survivors of domestic violence or persons causing harm in a trauma-informed setting;
- Knowledge of the New York City domestic violence service system, public benefits, child welfare, housing system and other social services.

To apply please follow link or copy and paste on browser:

<https://safehorizon.csod.com/ats/careersite/JobDetails.aspx?site=1&id=753>

APPROVALS

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Human Resources: _____ Date: _____

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APPROVALS

Author Name & Title: _____

2nd Level Supervisor: _____

Human Resources: _____

Date: _____

JOB DESCRIPTION



Position: Clinician **Job Code:** [Job code]
Reports to: Clinical Supervisor **EEO:**
Location: **FLSA:** Non Exempt
Program: Safe Way Forward **Paygrade:**

Summary:

Safe Horizon's Family Focused Program provides comprehensive trauma-informed client-centered services to families who are affected by intimate partner violence and are involved in the child welfare system. Our goal is help those who have experienced physical, emotional or other forms of abuse to establish long-term safety and healing from the effects of trauma. Safe Horizon uses a client centered, trauma informed, anti-oppressive approach to supporting clients.

Safe Horizon recognizes that families who have experienced intimate partner violence may want to or need to stay in contact with the person causing harm in the family. The Family Focused Program (FFP) was designed to engage family members with support to assist in healing and explore ways for families to maintain contact where safe to do so. In this model, all participating members of the family are considered clients (survivor, person causing harm, and their children).

Essential Job Functions:

The Family Trauma Clinician provides both practical trauma intervention and support to domestic violence survivors, their children and the person causing harm (separately). Duties may include some or all of the following:

- Administer trauma screenings and trauma assessments to children, survivors of domestic violence and/or persons causing harm in intimate partner relationships;
- Develop treatment goals with clients
- Engage clients and provide trauma-focused mental health treatment with fidelity to evidence-based models
- Provide evidence-based trauma-focused treatment through individual, dyadic, and group models
- Work in close partnership with FFP team members and ACS to coordinate service provision for children and families impacted by domestic violence;
- Conduct comprehensive assessments for survivors and/or persons causing harm and their families
- Provide crisis intervention and short- and long term trauma intervention for children, survivors of domestic violence and/or persons causing harm in intimate partner relationships
- Engage in safety assessment and risk management dialogues with clients to follow up on safety plan
- Conduct home visits with clients and their families.
- Participate and support clients in family team conferences
- Maintain clear, concise, and timely documentation with all relevant client information including data entry into a computerized record keeping system
- Attend trainings relevant to position, including learning and consultation on evidence-based treatment models

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Human Resources: _____ Date: _____

- Actively participate in individual and group supervision
- Prepare for and participate in regularly scheduled FFP team case review meetings about new and on-going cases;
- Maintain open communication with supervisors and team members
- Collaborate with other service providers internally and externally as needed
- Participate in the service team of clinicians and case planners responsible to maintain a mixed caseload of families (including survivors and their children and persons causing harm)
- Implement strategies for addressing vicarious trauma

Supervisory Reports: None

Required Skills:

- Sensitivity towards and understanding of victimization, especially the experience of survivors of domestic violence and all members of their families including the person causing harm in the family;
- Strong communication and organizational skills;
- Excellent interpersonal skills, be assertive and well organized;
- Ability to work under pressure in a calm and reassuring manner;
- Demonstrate the ability to work independently and also work on a team with an appreciation of different points of view
- Ability to work evenings as needed and maintain a flexible work schedule
- Strong oral and written communication skills

Qualifications:

- Basic understanding of computer and systems for managing case records
- An advanced degree (MSW) or related field.
- Prior experience working with children and families impacted by domestic violence, abuse and/or trauma.

Strongly Preferred:

- Bilingual Spanish/English fluency
- Experience with family therapy or individual therapy preferred with survivors of domestic violence or persons causing harm in a trauma-informed setting;
- Knowledge of the New York City domestic violence service system, public benefits, child welfare, housing system and other social services.

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Disclaimer:

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