NEW ALTERNATIVES FOR CHILDREN

Job Description – Foster Care and Adoption Program
Title: Bilingual Homefinder/Social Worker

Key Responsibilities:

1. To assess and prepare prospective foster/adoptive families who will provide homes for children in need. Facilitates the matching process of children referred for placement with the most appropriate family.

2. Collaborates with agency Recruiter to identify prospective families through community outreach, recruitment fairs, and orientation programs.

3. Assesses foster parent applicants for their potential suitability as a foster/adoptive parent through in home and office interviews to all household members.

4. Co-trains prospective foster families in approved pre-certification training curriculum and assists Foster Parent Trainer in ongoing recertification foster parent training for licensed foster parents as necessary.

5. Completes all ACS and NAC paperwork in a timely manner and ensures that documentation in foster parent records conforms to agency, City and State regulatory requirements.

6. Maintains caseload through CONNECTIONS, including bed availability, training, and annual re-certification of assigned families. Maintains hard copy of foster parent records.

7. Accepts referrals for placement and facilitates appropriate placements into certified homes.

8. Participates in Family Team Conferences and Case Reviews as needed.

9. Responsible for 24-hour on-call duty coverage on a rotating basis.

10. May provide individual therapy and/or group work services as assigned.

11. May be asked to assist other units on an as needed basis.

Minimum Requirements:
MSW from an accredited school of social work; LMSW preferred. Child Welfare experience; prior work in foster care preferred. Prior experience working with diverse cultural backgrounds. Comprehensive oral and written Spanish language skills required.
When applying, indicate “Bilingual Homefinder/Social Worker” in the subject line, and submit cover letter and resume to:

Mary Ann Code  
Human Resources Department  
New Alternatives for Children  
37 West 26th Street, 11th Floor  
New York, NY 10010  
Fax: 212-545-7375  
Phone: 212-994-7938  
Email: HR@nackidscan.org

To learn more about New Alternatives for Children, Inc., please visit our website:  
www.nackidscan.org

“WE ARE AN EQUAL OPPORTUNITY EMPLOYER, COMMITTED TO DIVERSITY”
**JOB DESCRIPTION**

**TITLE:** Full-Time Psychotherapist

**SUPERVISOR:** Assistant Director, Mental Health Services

**DEPARTMENT:** Article 31 Mental Health Clinic

**RESPONSIBILITY:** Delivers mental health treatment services in Article 31 Mental Health Clinic Program located within New Alternatives for Children (NAC), a highly regarded child welfare agency serving children who are medically complex and/or have developmental disabilities and their families. Provides individual, collateral and group psychotherapy; intake and assessment; and crisis intervention. Collaborates closely with clients’ assigned social workers working in Foster Care, Preventive Services and NAC’s other child welfare departments, as well as professional staff in the agency’s social and support services departments. Practices within NAC’s integrated medical and mental health service delivery system, consulting with psychiatrists, psychologists, pediatrician and nurses.

**DUTIES:**
- Provides psychotherapy sessions to clients in NAC’s Mental Health Clinic, including individual and collateral sessions;
- Conducts mental health assessments and develops treatment plans & quarterly treatment plan reviews;
- Completes all required documentation including, but not limited to, contact forms, progress notes, treatment plans/reviews, psychosocial assessments, anecdotal notations and other documentation as needed within prescribed timeframes;
- Works with the NAC multidisciplinary team, the client’s family, and other service providers in the community as appropriate, to meet treatment goals and assure continuity of care; and
- Performs all duties in accordance with local, state and federal regulations, with NAC’s Mental Health Clinic Treatment Program Policy & Procedures Manual, and according to regulations of Managed Care providers.

**QUALIFICATIONS:** LCSW, LMSW, LMHC or licensed psychologist with prior experience working with underserved children and their families in an Article 31 or other community-based outpatient mental health clinic. Should have experience treating children who have experienced trauma or those involved in the child welfare system. Bilingual (Spanish-English) highly desirable as is prior experience working with children on the autism spectrum. CASAC training and substance use treatment a plus. Valid NYS license required.

**HOURS:** Work 35 hours/week, including Saturdays (required) and some evenings. Placement at NAC’s Bronx satellite clinic several days per week may be required.
When applying, indicate “Full-Time Psychotherapist” in the subject line, and submit cover letter and resume to:

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