



# CAPTAIN

Community Human Services

**Job Title: CFTSS/HCBS Community Based Service Providers (Per Diem, Non-Exempt)**

**Program: Family Support**

**Reports To: Family Peer Support Program Managers**

**Job Category: Specialist**

Work with individuals and groups to promote positive physical, social and emotional health and safety. May provide educational assistance, respite, referrals for professional assistance and/or direct recreational activities.

### **Job Summary:**

CFTSS/HCBS Community Based Service Providers, temporarily care for children, on an emergency or planned basis, providing relief from care-giving responsibilities for the family. This eases the on-going stress often experienced by families of children with serious emotional disturbances. CFTSS/HCBS Providers supervise and engage the child in recreational activities that support his/her constructive interests and abilities. Respite will occur in the community with one child or a group.

Providers focus on the developmental stage of the child and work with the child towards achieving age appropriate developmental tasks. In collaboration with the Individual Care Coordinator, they design and provide activities that assist children in developing skills for performing age appropriate tasks needed to live successfully in their homes and communities. Providers help the child to identify current assets and strategies for acquiring desired ones. Providers may also work with youth in developing skills for independent living and in accessing vocational skills training. They may also work with the child's family, including siblings, in teaching them how to best support the child in maintaining the skill sets.

### **Duties and Responsibilities:**

- Establish trusting and meaningful 1-to-1 relationships with children, youth and families.
- Implement strategies that include planned activities, structured environments, and organized recreational and social activities.
- Assist individuals and families identify personal strengths and resources for positive change.
- Respond effectively to acts of aggression and depressive, destructive or self-injurious behaviors.
- Act as a resource for individuals and their families.
- Complete written documentation.
- Maintain on going communication with Program Managers regularly.
- Other duties assigned by Program Managers.

**Qualifications:**

- Must be at least 21 years of age and have experience working with children and families (preference given to those with experience working with children with special needs);
- Must have high school education (a high school diploma or G.E.D.)
- Must be supervised by an individual who meets the criteria for a "qualified mental health staff person" found in 14 NYCRR 594 or 14 NYCRR 595;
- Must be cleared by the State Child Abuse Registry; and complete fingerprinting for a criminal history background clearance
- Complete Mandated training.
- Must possess a valid and clean NYS Driver's License and provide evidence of appropriate insurance coverage.
- Excellent organizational and interpersonal skills, flexibility and initiative.
- Good Communication skills and proven ability to work with special needs children and their parents.

**Skills Required:**

- Friendly, outgoing, good listener and likes to help others.
- Ability to work with all ages.
- Knowledge of community resources.
- Positive Image for CAPTAIN and a dedicated client skill builder.
- Computer experience required: Microsoft Office Suite and Excel.
- Ability to multi-task and work independently.

**CFTSS Services (Children and Family Treatment and Support Services)**

- PSR (Psychosocial Rehabilitation )
- FPSS (Family Peer Support Services)

**HCBS Services (Home and Community Based Services)**

- PR (Planned Respite)
- CFSS (Caregiver Family Support Services)
- CSATS (Community Self Advocacy Training and Supports)
- PR (Prevocational Services)

**Employer Disclaimer:**

- Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their direct supervisor.
- This job description does not create an employment contract, implied or other than as "at Will" employment relationship.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_

**Direct Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_