

# IBERO-AMERICAN ACTION LEAGUE, INC.

911 East Main Street Rochester, NY 14605-2722

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## JOB ANNOUNCEMENT

POSITION: Preventive Caseworker  
PROGRAM: Family Support Unit  
SALARY: \$29,000 Full-Time Position

Hilda Rosario Escher  
President &  
Chief Executive Officer

### SPECIFIC REQUIREMENTS ARE:

- \* Bachelors degree in Social Work or related field.
- \* A minimum of 2 years of experience on social work with at least one year of experience in geriatrics.
- \* Bilingual in Spanish and English.
- \* Excellent verbal, written and telephone skills
- \* Strong writing and computer skills
- \* Ability to maintain composure under strict deadlines and difficult situations.
- \* Able to provide own/client transportation
- \* An equivalent combination of education and experience other than specified may be accepted by President & CEO.

### DUTIES:

- Establishes and maintains good working relationships with program staff, other Ibero's programs' staff and professionals from other community programs to facilitate and coordinate services for the clients.
- Assesses individual and family needs to develop intervention service plan.
- Maintains an average of thirteen (13) on-going cases.
- Develops and implements intervention plan for each family including setting and evaluating short and long term goals.
- Monitors clients' progress towards goals as included in their service plan.
- Organizes, implements and evaluates group activities to meet clients' needs including parenting skills training, support groups, etc.
- Communicates with other professionals for effective coordination of services to the clients.
- Maintains accurate and updated records following the Family Assessment Service Plan (FASP) guidelines using the Connections System.
- Attends formal and informal training sessions in/outside the agency.
- Submits written reports on clients' progress and program activities as needed.
- Participates in community activities as representative of the program when assigned.
- Organizes, implements, and evaluates parenting training and group activities for the clients.

DEADLINE: Untill Position is filled

MAIL RESUME TO: Elisa DeJesus, M.S., Vice-Pres. Family Services Division  
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