

**Safe Space NYC
Case Planner
Job Posting**

Established in 1919, Safe Space is one of the leading child welfare agencies in the country, recognized for having engineered and implemented highly innovative and creative services for its clients. Its sole mission for more than 90 years is to protect children, keep them safe, and help them grow. Safe Space works with New York City's most at-risk youth and families to prevent foster care placements, build strong families, and promote self-sufficiency. Its unique, holistic services are progressive and meet the ever-changing needs of the people it works with each day.

Safe Space offers a wide array of services focusing on mental health, community health, at-risk youth, violence prevention and school-based education enrichment. Based in Southeast Queens with a strong presence in Jamaica, Far Rockaway and Richmond Hill, Safe Space annually works for more than 10,000 individuals, including some of the most disadvantaged children and families in New York State. The agency has formed effective partnerships in the community and with a broad array of the city's educational and social service organizations to fill the ever-widening gap in available services for disadvantaged and endangered children.

Safe Space has immediate openings for Case Planners in its Far Rockaway and Richmond Hill locations. The Case Planner is responsible for case intake, management of cases, and providing services needed.

Position Responsibilities

- Responsible for completion of intakes.
- Submission of all paperwork in a timely manner.
- Responsible for the preparation of documents, such as progress notes, plan amendments, risk assessment forms, group reports.
- Coordinate all case management, referral and advocacy services for each family.
- Develop resources for social services referrals.
- Provide individual, family and group counseling.
- Conduct at least 3 office visits and one home visit per month.
- Maintain case records in an orderly fashion.
- Responsible of assessing, coordinating and evaluating preventive services needed by the family.
- Complete data entry for PROMIS and CONNECTIONS caseload.
- Coordinate and implement casework conferences, as needed

Qualifications/Requirements

- Bachelor's degree or Master's degree
- Home visits must take place every month and may require case planner to walk up steps.

To be considered, send cover letter, resume and salary requirements to jobs@safespacencyc.org. Be sure to include the title of the position that you are applying for in the subject of the email.

Safe Space is an Equal Opportunity Employer with a commitment to a diverse workforce.