



Current Job Openings

Child and Family Services is a private, not-for-profit human service organization which provides comprehensive services to families and individuals through prevention, intervention, education and advocacy. The agency has a 140-year history of providing services to Western New York's children and families, and remains one of the nation's largest family service organizations.

A moment of help. A lifetime of hope.

Available Positions

*Program Assistant

Position Summary: The Program Assistant provides support to the HCBS Waiver, ICM/Wraparound, Preventive Services, and Vendor Services programs. The Program Assistant offers technical aid to the department in organizing, implementing and prioritizing projects that maintain the stability of the program and promotes growth.

Qualifications: Associates degree plus at least 5 years office experience or a Bachelor's degree plus 3 years office experience (preferably in the Human Services field); must possess proficiency in Microsoft Office (Word, Excel, Powerpoint, Outlook); excellent verbal and written communication skills; strong analytical, problem-solving and conflict resolution skills; organizational skills to include multi-tasking, prioritizing and follow through; excellent customer service and interpersonal skills; experience with Anasazi preferred; knowledge of healthcare billing processes preferred.

*Child Care Therapy Aide (Full-Time)-\$12.48 per hour Child Care Therapy Aide (Part-Time)-\$12.48 per hour

Position Summary: CCTAs establish effective relationships with children living in residential programs to provide structure and routine to assist with managing challenging behaviors. They function as part of a team as a teacher of life skills, planning and engaging children in meaningful group activities.

Qualifications: At minimum, high school diploma and experience working with children with special needs and their families is required. Preferred Bachelor's Degree or higher in Human Services, education or related field of study. Must have the ability to deescalate and manage difficult behaviors of children. Be self-motivated and driven to influence the lives of youth positively and the ability to initiate or participate in physical interventions when necessary.

*Preventive Services Case Planner

Position Summary: The Preventive Services Case Planner will provide case planning services to families within the preventive service program. The identified families have a child, or children, at imminent risk of out of home placement.

Qualifications: Bachelor's Degree (plus 4 years' experience) or Master's Degree (plus 2 years' experience) in Human Services, Psychology or related field; experience providing direct care services or linkage services to at-risk youth/children and families; valid NYS Driver's License and adequate insurance.

*Service Technician I

Position Summary: The Service Technician I provides technical support and service for computers throughout Child & Family Services and the Stanley G. Falk School.

Qualifications: Associates degree in Computer Science or related field; experience with all versions of Windows and Microsoft Office; knowledge of basic PC repair; A plus Certification preferred; any Microsoft Certifications preferred

*Family Visitation Specialist

Position Summary: The Family Visitation Specialist has primary responsibility for developing collaborative relationships with parents to assist them in successfully meeting their children's needs through family visits.



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Qualifications: Minimum of Associates Degree in a human services field; two (2) years' experience in foster care/adoption or parent education preferred; ability to form strength based, collaborative working relationships; strong organizational skills.

***Child and Family Services offers a competitive benefits package for full time employees. Our benefits package promotes the well-being of the employee and compliments a healthy work environment.**

**To view the complete job description and apply on line,
please visit www.cfsbny.org**