



## **Collaborative Family Engagement (CFE) Coach**

### **Position Description**

#### **GENERAL SUMMARY**

The Collaborative Family Engagement Coach provides coaching and consultation to Fort Bend County's CASA and CPS programs with the overall goal of being able to increase capacity and implement CFE in Fort Bend County. CFE is integrated within all of CASA's specialized programming including Infant and Toddler, NEST, and WINGS. CASA volunteer advocates are trained to utilize tools that assist in family finding and helping families recognize available support systems to them. Knowing that every child in the child welfare system has experienced trauma to some degree, CFE strives to decrease long-lasting issues and help these children move on with their lives in a family environment. Working together to strengthen families helps provide accountability, safety, placement, permanency, and healing. CFE also recognizes children heal through relationships, and that every child has a family who can be found through perseverance. This position reports to the CASA Program Director.

#### **PRINCIPAL RESPONSIBILITIES**

##### **Program Administration**

- Oversee the Collaborative Family Engagement Program to engage families and children involved in Children's Protective Services' cases
- Facilitate trainings for volunteers based on information vital in helping engage families in the foster care system
- Provide assistance and consultation to CASA volunteers, CASA staff, and CPS staff as needed on issues surrounding family engagement
- Coordinate with CASA Program, Director, CASA Supervisors and Family Group Decision Making (DFPS) staff to schedule family meetings

##### **Casework Responsibilities**

- Provides consultation, feedback, guidance, evaluation, motivation, training, monitoring and preparation to CASA volunteers, CASA staff, and CPS personnel on the use of CFE tools and meetings
- Attends all case staffings for CFE cases

- Contacts families and all parties to coordinate family meetings
- Co-facilitates family meetings with DFPS Family Group Decision Making staff
- Documents and disseminates all notes for family meetings
- Keeps necessary and appropriate records for all CFE cases
- Consults with appropriate DFPS staff regarding client needs and volunteer assignments
- Assist in gathering and reporting data to Texas CASA and University of Texas as requested

### **Strategic and Operational Plan**

- Assist in the development of a Collaborative Family Engagement long-range plans and annual operational plans

### **Community Outreach Responsibilities**

- Maintain effective relationships through personal contact and written communication with other providers and resources for youth in foster care, professional and social service organizations, Texas CASA, the Department of Family and Protective Services, and University of Texas
- Engage in public speaking regarding the Collaborative Family Engagement project when appropriate

### **Qualifications**

Bachelor's degree in social service-related field or two years of related experience. Ability to communicate with and empower volunteers, CASA staff, CPS personnel, and other CFE team members to be effective in their roles. Knowledge and understanding of issues and dynamics within families in crises relating to child abuse and neglect. Experience working with such families given preference. Ability to work within a team atmosphere.

### **Other Requirements**

Submit to a child abuse and criminal background check

Complete 30+ hour pre-service training

Must maintain 12 hours of continuing education annually

Valid driver's license

Must comply with all city, state, and federal laws