

# PERMANENCY WORKER ROLE CARD

## Parent Worker

Court	Case Planning	Home Visits
<ul style="list-style-type: none"> <li>• Lead worker on Court Report and Testimony</li> <li>• Ensure the report is completed within 15 days and provide to TS</li> <li>• Complete TPR-2 for incarcerated parent</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule FTM</li> <li>• Prep parents and team</li> <li>• Identify the service need and provide the TS with referral info</li> <li>• Consider transportation needs</li> <li>• Monitor behavioral changes in parent</li> <li>• Maintain communication with providers and collaterals</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure length and location of visits allow for Quality Contact per Home Visit Guide</li> <li>• Visit Parents per SDM</li> <li>• Discuss Safety Threats &amp; Conditions for Return</li> <li>• Contact Incarcerated parents per policy</li> </ul>
Family Relations	Assessment	Staffing
<ul style="list-style-type: none"> <li>• Identify connections for child</li> <li>• Encourage Parent participation in activities (school, medical, faith)</li> <li>• Encourage QPI practices</li> <li>• Observe and Model Parenting Skills</li> <li>• Provide basic family skill building (budgeting, housekeeping, parenting)</li> </ul>	<ul style="list-style-type: none"> <li>• Complete AFF within 30 days; update every 6 months</li> <li>• Complete BH-2</li> <li>• Ensure Documentation of Diligent Efforts to Locate Absent Parents (monthly)</li> <li>• Complete SDM Risk Reassessment every 3 months and safety assessment when prompted</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly understands and articulates Safety Threats &amp; Conditions for Return (ongoing)</li> <li>• Provide behavioral indicators of enhanced/diminished CPCs</li> <li>• Prepare for information sharing to inform case decisions</li> </ul>

### Parent-Child Worker Shared Responsibilities

- Ensure the AFF is completed within 30 days and updated every 6 months
- Facilitate the Family Team Meeting
- Type the Case Plan and provide to all parties for signatures within 5 days of FTM
- Prepare, Observe and Debrief parents regarding family visits
- Attend ALL court hearings and be prepared to testify
- Document ALL case activity in the FATS system
- Conduct QPI Practice: Comfort Calls & Icebreaker Meeting & Caregiver/Parent Engagement
- Attend all case staffings and prepare to share updated information for case decision making

### Team Specialist Responsibilities

- Participate in Pre/Post removal staffings to identify tasks for early services
- Can** Open/Close cases and enter and maintain all case related payments
- Assist with initial placement or replacements, as needed, including LaCarte purchases, contacting home development, monitoring children while in the office, traveling with the worker, and notifying parties of placement change
- Coordinate Icebreaker meetings
- Coordinate and Participate in FTM prep and meeting
- Assist with arranging transportation like bus passes, requesting transportation, or fulfilling transportation request
- Complete correspondence as requested.
- Complete referrals and request progress reports or records for clients (birth, medical, criminal, educational, mental health, substance abuse)
- Complete searches on missing parents as needed
- Monitor and observe interactions at Family Visits
- Complete preliminary home study
- Document all case activities completed by TS
- Complete data entry: TBH, TIPS 110 screens

# PERMANENCY WORKER ROLE CARD

## Child Worker

Court	Case Planning	Home Visits
<ul style="list-style-type: none"> <li>• Write the child's portion of report</li> <li>• Prepare to testify on case</li> <li>• Ensure the child and caretaker's voice is heard during court</li> <li>• Ensure child's presence at court, if required</li> </ul>	<ul style="list-style-type: none"> <li>• Prep Child and Team</li> <li>• Consult with and involve CASA, attorney, and other professionals</li> <li>• Identify the service need and provide the TS with referral info</li> <li>• Coordinate Transportation</li> <li>• Complete Youth Transition Plan for children age 14 and older</li> <li>• Complete NYTD every 6 months</li> <li>• Maintain communication with providers and collaterals</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct placement and visit child two times in the first month</li> <li>• Visit child once a month, in placement (unless special needs then 2 times per month)</li> <li>• Ensure to informally assess for safety at each visit</li> <li>• Ensure length and location of visits allow for Quality Contact per Home Visit Guide.</li> <li>• Concerted efforts to preserve placement</li> </ul>
Family Relations	Assessment	Staffing
<ul style="list-style-type: none"> <li>• Maintain child's connections (school, faith, friends/family)</li> <li>• Ensure placement is least restrictive, culturally sensitive and with siblings when in best interest</li> <li>• Nurture healthy relationships with caregiver</li> </ul>	<ul style="list-style-type: none"> <li>• Complete child's portion of AFF within 30 days, update every 6 months</li> <li>• Assess for Relative Placement</li> <li>• Assess physical safety and well-being</li> <li>• Complete TBH</li> <li>• Give input on the family visitation for SDM completion</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly understands and articulates Safety Threats &amp; Conditions for Return (ongoing)</li> <li>• Provide behavioral indicators of enhanced/diminished CPCs</li> <li>• Prepare for information sharing to inform case decisions</li> </ul>

### Parent-Child Worker Shared Responsibilities

- Ensure the AFF is completed within 30 days and updated every 6 months
- Facilitate the Family Team Meeting
- Type the Case Plan and provide to all parties for signatures within 5 days of FTM
- Prepare, Observe and Debrief parents regarding family visits
- Attend ALL court hearings and be prepared to testify
- Document ALL case activity in the FATS system
- Conduct QPI Practice: Comfort Calls & Icebreaker Meeting & Caregiver/Parent Engagement
- Attend all case staffings and prepare to share updated information for case decision making

### Team Specialist Responsibilities

- Participate in Pre/Post removal staffings to identify tasks for early services
- Can** Open/Close cases and enter and maintain all case related payments
- Assist with initial placement or replacements, as needed, including LaCarte purchases, contacting home development, monitoring children while in the office, traveling with the worker, and notifying parties of placement change
- Coordinate Icebreaker meetings
- Coordinate and Participate in FTM prep and meeting
- Assist with arranging transportation like bus passes, requesting transportation, or fulfilling transportation request
- Complete correspondence as requested
- Complete referrals and request progress reports or records for clients (birth, medical, criminal, educational, mental health, substance abuse)
- Complete searches on missing parents as needed
- Monitor and observe interactions at Family Visits
- Complete preliminary home study
- Document all case activities completed by TS
- Complete data entry: TBH, TIPS 110 screens