

POSITION TITLE: FINS Officer

PROGRAM/DEPARTMENT: FINS

LOCATION: The Harbor (Caddo Parish)/Bossier FINS Office/Desoto FINS Office

EMPLOYEE STATUS: Full Time

REPORTS TO: Director of FINS

WORK SCHEDULE: Full time 8:30am – 4:30pm Monday through Friday

BENEFITS: Employee Health/Dental/Vision insurance and retirement plan

What is FINS?: Families In Need of Services is an intervention program for at-risk youth on the verge of delinquency and family disintegration.

POSITION SUMMARY: The purpose of the FINS process is to improve the behavior of the children and families involved in the program. By assessing the behavioral issues surrounding the families, appropriate services are sought out, located, and put in place to reduce or eliminate the problems identified.

FINS goals are to reduce formal juvenile court involvement while generating appropriate services to benefit the child and improve family relations.

Essential Duties

- Must promote a positive / professional attitude to all Volunteers for Youth Justice Employees, volunteers, business partners, service providers, and clients.
- Endorse Volunteers for Youth Justice's mission and comply with policies and procedures.
- Employees will have a reliable and constant presence at work.
- Each FINS Officer shall perform all duties required by Title VII, Article 730 of the Louisiana Children's Code.
- Review and process all accepted FINS referrals into the FINS database within **five (5) working days**.
- Make sure that all referrals received daily are given to the Director to add to the referral spreadsheet.
- Evaluate each case for appropriateness based on criminal history, residence, age and grounds for referral.
- Schedule initial meetings and/or mandatory conferences for each FINS referral by telephone informing the family of the scheduled conference within **three (3) days** of receiving the referral. **Follow up with a letter.**
- Inform the complainant in writing when a FINS referral has been denied due to the referral not meeting FINS grounds.
- Administer the Intake process and/or Youth Interview Assessments to each referred child and parent/guardian/caregiver.

- Interview the child and parent regarding the grounds for the complaint. Assess the needs of the family which are contributing to the family's dysfunction; recommend appropriate services to address the needs; include recommended services in the Informal Family Plan Agreement (IFSPA), securing child's and parent's/guardian /caregiver's signature. Provide the family with a copy of the signed Informal Family Plan Agreement (IFSPA).
- Promptly make referrals to service providers and agencies after execution of IFSPA and coordinate information between those service providers and family.
- Monitor the services recommended in the IFSPA and the child's/parent's participation with noted services; amend if necessary or as needed. Contact services providers monthly for client updates.
- Respond to parent/caregiver/service providers/school/DA's office/Court concerns **within 24 hours.**
- Review the need for Request of Petition with supervisor, if necessary, draft Request for Petition for child and/or parent/guardian/caregiver that is non-compliant with IFSPA and services recommended therein.
- Maintain accurate, complete, timely and secure records of clients (paying particular attention to coordinating information in the FINS database and in the file folder).
- Schedule monthly follow-up appointments with each client.
- Be prepared and available to give court testimony when requested by the Court.
- Must attend scheduled meetings/training to develop relevant knowledge and skills.
- Must complete 20 hours of continued education each year.
- Adhere to confidentiality guidelines and FINSAP Program Standards (Appendix 2) Standard X -Code of Ethics.
- Work alongside our Truancy departments, Court Personnel, and Judges.
- Maintain Integrity while working with our clients.

Qualifications:

- Bachelor's degree in social work, Psychology, Criminal Justice, or a related field (required).
- Experience working with youth, families, or in a case management setting preferred.
- Strong understanding of family dynamics, trauma-informed care, and community-based services.
- Ability to engage families from diverse backgrounds with empathy and professionalism.
- Excellent organizational, communication, and documentation skills.
- Strong verbal and written communication skills
- High degree of attention to detail
- Working knowledge of general office equipment

I have read my job description and hereby agree to perform the duties listed above and others that may be deemed reasonable and necessary.

Employee Signature: _____

Date: _____

Executive Director Signature: _____

Date: _____

