JOB DESCRIPTION

CANS SPECIALIST FEE FOR SERVICE

(Job Title)

CANS/BHS

(Department/Division)

Posting Date: April 3, 2014

*JOB DESCRIPTION:
The CANS Unit Specialist reports to a CANS Unit Supervisor and is responsible for completing a Child and Adolescent Needs and Strengths (CANS) assessment for children receiving services through the Department of Human Services (DHS). These assessments are used by DHS as one means of making placement decisions.

*RESPONSIBILITIES:
- Accept, administer and complete all CANS assessments within 3 working days of initial referral or immediately if needed
- Accept, administer and complete all CANS assessments needed for annual reviews prior to the Family Service Plan review date
- Conduct all interviews, participate in appointments with all key parties as needed to collect data for the CANS assessment
- Review all necessary documentation as needed to complete CANS assessments
- Collect and enter CANS data into required reporting systems
- Monitor and track each CANS assessment from initial request until received and approved by the DHS CANS Coordinator
- Work flexible schedule; i.e. day time, after school, early evening, possible weekend hrs.
- Work off-site at DHS and at various DHS-contracted agency sites, hospitals and shelters
- Attend meetings, trainings and conferences as required
- Complete other duties as assigned
- Activity logs completed by submission of CANS for approval

*SKILLS:
- Excellent organizational and time management skills
- Excellent verbal and written communication skills and interviewing skills
- Excellent interpersonal skills
- Skilled at reading documents and information found on database, noting details to be included in the assessment
- Ability to understand and follow policies and procedures
• Excellent analytical and problem solving skills
• Good skills with typing on computer keyboards and electronic programs

**EXPERIENCE:**
A minimum of two years work experience in one of the following clinical human services fields is preferred: social work, family therapy, psychology, or any other behavioral health service area. Previous experience in conducting screenings, assessments and/or evaluations needed. Bilingual skills in Spanish and other second languages are preferred. Excellent writing skills needed. A writing example must be submitted prior to interview.

**EDUCATION REQUIREMENT:**
At a minimum, CANS Unit Specialists should have earned a Master degree in Social Work, Psychology, or other related clinical human service field. Candidate must have had clinical experience in graduate school.

**SALARY:** Fee for service

**CONTACT INFORMATION:**

Forward Resume to: CANS

Address: 260 S. Broad Street
Philadelphia, PA 19102

**Fax#: 267-765-2360**

**E-mail:** marla@phmc.org
Budget verified by: Marla Nesbitt-Laws Date: 03/14/2014

**Position Type:**  CANS Unit Specialist  Special Payroll

- [ ] New position and new job title
- [x] Addition to staff of existing job title
- [ ] Replacement; replaces position held by:

**Division:** CANS Unit

**Program and Budget Number (s)**  3300

**Post Through:**  April 11, 2014

- [x] Advertise in the local newspaper
- [ ] Yes  
- [ ] No

If yes, which newspaper(s)? _Inquirer_ ________________?

*Only post on PHMC website*