



**Children's
Service Society**

Safe Children · Caring Families
Strong Communities · Since 1884

Job Description Form

Position Title: Family Advocate/Therapist

Department: Grandfamilies

Reports to: Grandfamilies Program Administrator

FLSA Status: Exempt

EEOC:

General Summary:

Implements the day to day activities of the Grandfamilies Kinship Program, facilitates support groups and Friend 2 Friend activities, and assists families in accessing community resources, and provide therapeutic interventions

Must have current Utah Licensure to Practice Mental Health Treatment (CSW, LCSW, CMHC, ACMHC)

Must be able to pass BCI background check.

General job Duties and Skills

- Be knowledgeable regarding kinship issues, child welfare issues and adoption
- Do face to face meetings with clients
- Answer phones
- Represent Children Service Society on community panels and committees
- Attend Children's Service Society's Meetings as scheduled
- Have knowledge of community resources
- Develop and maintain Leave a Legacy
- Ability to negotiate with others and resolve conflicts, particularly in sensitive situations
- Ability to make sound decisions using available information while maintaining confidentiality
- Follow policies and procedures, dress appropriately and represent the agency in a positive manner.

Direct Services:

- Responsible for scheduling, organizing and facilitating support groups and Friend 2 Friend activities
- Administer and follow up on screening tools for high risk children in the support groups
- Complete Agency and Program Outreach in the community, including program presentations, community education, etc.
- Assist clients with access to community resources including OCAP program, Specified Relative Grant and Medicaid applications and DCFS
- Maintain a client mailing list and perform ongoing case management with clients
- Have knowledge and ability to use program social media accounts for program outreach and client support
- Attend court with clients
- Conduct individual and family crisis intervention
- Conduct individual and family therapy sessions. Experience in TFCBT, DBT, EMDR, and Attachment preferred
- Collaborate with assigned staff to follow and maintain program budget
- Collect and maintain data as needed for reporting through data system
- Supervise interns as needed
- Working with assigned staff member to develop and maintain volunteer lists and opportunities in your office
- Conduct outreach for program donations such as school supplies, holiday support, etc and maintain an organization system for donations
- Other duties as assigned.

Education and Experience: Master's Degree in Social Work or other Mental Health or Counseling. Knowledge of Excel, Word, Publisher, Outlook, Power Point and other computer software. Preference given to Spanish Speaking.

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0%-24%	25%-49%	50%-74%	75%-100%
Seeing: Must be able to read computer screen and various reports				X
Hearing: Must be able to hear well enough to communicate with employees and others				X
Standing/Walking			X	
Climbing/stooping/kneeling		X		
Lifting/pulling/pushing		X		
Fingering/grasping/feeling: Must be able to write, type, and use phone system				X

Note: The statements herein are intended to describe the general nature and levels of work performed by employees but, are not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are

subject to change at the discretion of the employer.

Children Service Society is an at will employer.