



**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.**