



**Children's
Service Society**

Safe Children · Caring Families
Strong Communities · Since 1884

Job Description Form

Position Title: Master's Level Family Advocate – Ogden Utah office

Department: Grandfamilies

Reports to: Program Director

FLSA Status: Salaried 20.00-25.00/hr
depending on experience and license

EEOC:

General Summary:

- To assist in the day to day operations of Grandfamilies program, assist families in accessing community resources, provide therapeutic interventions and facilitate support groups.
- Must have current Utah Licensure to Practice Mental Health Treatment(CSW, LCSW, CMHC, ACMHC)
- Must be able to pass BCI background check.

Essential Job Functions:

- Assist with linking clients with community resources
- Assist with Friend 2 Friend activities
- Facilitate/Co-facilitate children's groups
- Accompany clients to court appointments
- Be knowledgeable regarding kinship issues, child welfare and adoption issues
- Do face to face meetings with clients/Case Management
- Conduct individual and family crisis intervention sessions/ therapy sessions. Experience in TFCBT, DBT preferred
- Answer phones
- Assist with agency outreach
- Support and Supervise BSW/MSW Interns when needed
- Represent Children Service Society on community panels and committees
- Assist in locating ongoing and additional funding sources
- Have knowledge of community resources
- Develop and maintain Leave a Legacy
- Collect and maintain data as needed for reporting
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Knowledge of company products and services and policies and procedures
- Skill in operating equipment, such as personal computer, software and IT systems
- Skill in oral and written communication
- Ability to communicate with employees and various business contacts in a professional and courteous manner
- Ability to organize multiple work assignments and establish priorities
- Ability to negotiate with others and resolve conflicts, particularly in sensitive situations
- Ability to pay close attention to detail and to ensure accuracy of reports and data
- Ability to make sound decisions using available information while maintaining confidentiality

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.