



## Family Services Coordinator Job Description

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<b>Job Title:</b>	Family Services Coordinator
<b>Job Classification:</b>	FTE/Not Exempt
<b>Salary Range:</b>	Depending on qualifications
<b>Supervisor:</b>	Director of Programs

**Summary:** The Family Services Coordinator provides crisis intervention, case management and information and referral services to children and their non-offending family members in accordance with the mission of Scotty's House Child Advocacy Center.

**Essential Functions:**

- Provide each of the non-offending family members of each child referred to Scotty's House in order to:
  - provide crisis intervention;
  - provide information and referral;
  - provide case management;
  - assist in completing crime victims compensation forms;
  - assistance with counseling referral and any needed follow-up;
  - complete a needs assessment on each family and make appropriate referrals to community agencies as needed;
- Greets child victims and their families/non-offending caregivers upon their arrival at the Children's Advocacy Center;
- Assists non-offending caregivers with filling out intake paperwork and explaining their rights as victims;
- Enters data regarding client services, follow ups and additional information provided into the Client Tracking System;
- Enter all case dispositions into the Client Tracking System;
- Serve as a liaison between forensic staff and counseling staff, ensuring that information regarding any needs of the child or family are adequately communicated and addressed;
- Attend all Multi-disciplinary Team (MDT) Staffing's in Brazos, Burleson, Grimes, Leon, Madison, Robertson, and Washington Counties and provides updates on families as needed;
- Provide long-term follow-up and case management to assist families with any additional services needed after their initial visit to the center;

- Coordinate services between MDT and prosecutor's offices to ensure all appropriate services are provided to the child and family in preparation for trial;
- Assist center staff, moderators and clients during educational programs as needed;
- Assist with community outreach and awareness activities;
- Present on the topic of CAC's, Scotty's House, and child abuse as needed;
- Participate on various community agency partnership committees as needed;
- Complete all required records and documentation ensuring that legal requirements and multi-agency needs are met;
- Participate in professional development and on-going training activities;
- Ability to drive throughout seven county region for team meetings, hearings and other events as needed;
- Provide on call, after hours coverage as scheduled by the Director of Programs;
- Must be able to work independently as well as function as a team member and accept guidance and direction from Director of Programs;
- Must be able to work with a variety of people, including clients and their families, professionals in the areas of law enforcement, medicine, education and agency employees;
- Complete all other duties as assigned.

***Minimum Requirements***

- Bachelor of Science or Bachelor of Arts degree in psychology, social work, criminal justice or related field required.
- Two (2) years of experience working in the field professional experience working with children and families where abuse and violence are identified issues; professional experience in working with the criminal justice or child welfare system; knowledge of child abuse and trauma.
- Other Skills include: ability to work with child abuse victims and non-offending caregivers, and excellent written and verbal communication skills.
- Must be able to work with a variety of people, including clients and their families, professionals in the areas of law enforcement, medicine, education and agency employees.
- Subject to background check, including criminal and Child Protective Service clearances.
- Bending, stooping, reaching and other movement required in dealing with children. Lifting of office materials (up to 20 lbs).