



## Job Description: Family Success Clinician

### Purpose

The primary purpose of this role is to provide crisis intervention, assessment, and therapy to children and families experiencing trauma, primarily as a result of abuse or neglect. S/he plays a key role in SAFFT's effectiveness by helping children, parents, and caregivers of the family unit heal by addressing the root causes of abuse as well as the resulting impacts of abuse. The secondary responsibility of this role is to ensure placements are safe and ready for children in foster care to live.

Location: SAFFT Family Life Center, Cumming and Gainesville Locations

Organization/Program: Supporting Adoption and Foster Families Together/Family Therapy

Hours of Operation: 10:30a – 7:30p everyday

### Primary duties:

- Provide trauma-informed mental health services to children and families, including individual, family, dyadic, and group therapy in office and community settings.
- Maintain confidentiality of records relating to clients' treatment.
- Prepare and maintain all required treatment records, including but not limited to IPOCs, progress notes, federal- and state-mandated forms, client diagnostic records, assessments, evaluations, recommendations and reports.
- Perform crisis intervention with clients.
- Assess clients' mental health, based on review of client information, including collateral documentation from other providers in clients' professional care team.
- Act as a client advocate to coordinate required services or to resolve emergency problems in crises.
- Evaluate the effectiveness of treatment activities on clients' progress and modify as needed.
- Counsel family members to assist them in understanding, dealing with, or supporting clients.
- Attend professional development and learning opportunities.
- Connect families to community resources and specialists as necessary.
- Plan and conduct programs to prevent substance abuse and improve community health.
- Supervise clinical interns, human services staff, and assistants as directed.
- Collaborate with community partners and represent the organization well in the community.
- Assist with accreditation attainment and maintenance.
- Assist with public relations and promoting a positive image of SAFFT.
- Assist with and attend fundraising events.
- Other duties as assigned.

Direct Contact/Reports to: Clinical Director

Hours: Part-time, non-exempt position

Pay Range: \$20-\$35 per hour, commensurate with credentials and experience



**Vacation/Time-Off/Benefits:** 5 days of paid time off (PTO) annually

**Skills and Minimum Requirements:**

Candidate must have a Master's degree in Marriage and Family Therapy, Social Work, or Professional Counseling. Candidate must be licensed or eligible to be licensed in the state of Georgia as a Marriage and Family Therapist, Social Worker, or Professional Counselor. Candidate must be trauma competent and experienced working with individuals and families who have experienced complex trauma. Candidate must possess a strong understanding of child development, parenting techniques, positive re-enforcement, and conflict resolution. Candidate must possess a vehicle with acceptable insurance and driver's license. Candidate must complete AHA Pediatric and Adult First Aid/CPR and required online trainings through DHS prior to beginning employment, if offered and accepted. Candidate must also be available during hours of operation and serve clients during nontraditional hours.

**Preferred Qualifications:**

LCSW, LMFT, or LPC with 5 years of experience.

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**Employee Signature**

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**Date**



## Job Description: Family Success Manager

### **Position/Role: Family Success Manager (FSM)**

The purpose of this role is to provide a single resource to support each family through each stage of prevention, crisis intervention, stabilization, and eventual reunification. The Family Success Manager serves as a family case manager facilitating all critical services of the Crisis Intervention Program at SAFFT. Services include but are not limited to supervised visitation, parent coaching, case management, transportation, home visitation, court representation, and service referrals.

**Location:** SAFFT Family Life Center (Cumming and Gainesville)

**Organization/Program:** Supporting Adoption & Foster Families Together, Inc.

**Hours of Operation:** 10:30a – 7:30p everyday

### **Primary duties:**

- Monitor weekly supervised visitations, observing, evaluating, and reporting on parent/child interaction and bond
- Provide parent coaching sessions with all parents as assigned
- Transport families to and from visitations and provide in-home services as needed
- Prepare and maintain weekly documentation including monthly visitation plans and service plan
- Work weekly with assigned families and coordinate services, referrals, case planning, and updates
- Prepare for and testify at court hearings for assigned cases
- Attend Family Team Meetings for assigned cases with Division of Families and Children Services (DFCS) and/or Court Appointed Special Advocate (CASA) when appropriate
- Attend and communicate client progress during weekly meetings
- Administer pre- and post-assessments with families
- Clean and help maintain facilities
- Attend all fundraisers for the organization, weekly or monthly trainings, and required special events defined by leadership
- Supervise interns
- Other duties as assigned

**Direct Contact/Reports to:** Program Coordinator

**Hours:** Full-time, non-exempt position scheduled for 40 hours per week

**Pay Range:** \$15.38/hour

**Vacation/Time-Off/Benefits:** Vacation time/Paid time off (PTO) included; Medical Benefits; Family Friendly Organization;

### **Skills and Minimum Requirements:**

Candidate must have a Bachelor's degree in Human Services (preferred in social work, psychology, or similar field) and 2-3 years of experience in relevant social work, education, juvenile justice, or domestic violence. Candidate must have strong documentation skills, verbal communication, type 45 wpm, organizational skills, decision-making, and integrity. Candidate must also possess a strong understanding of child development, parenting techniques, positive reinforcement,

protective factors, risk factors, conflict resolution, and trauma-informed care. Candidate must possess a vehicle with Georgia minimum insurance requirements, and driver's license. Candidate must complete AHA Pediatric and Adult First Aid/CPR and required online trainings through DHS prior to beginning employment, if offered and accepted. Candidate must also be available during hours of operation and serve clients during nontraditional hours.

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**Applicant Signature**

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**Date**



## Job Description: Part-time Family Success Manager

### **Position/Role: Family Success Manager (FSM)**

The purpose of this role is to provide a single resource to support each family through each stage of prevention, crisis intervention, stabilization, and eventual reunification. The Family Success Manager serves as a family case manager facilitating all critical services of the Crisis Intervention Program at SAFFT. Services include but are not limited to supervised visitation, parent coaching, case management, transportation, home visitation, court representation, and service referrals.

**Location:** SAFFT Family Life Center (Cumming and Gainesville)

**Organization/Program:** Supporting Adoption & Foster Families Together, Inc.

**Hours of Operation:** 10:30a – 7:30p everyday

### **Primary duties:**

- Monitor weekly supervised visitations, observing, evaluating, and reporting on parent/child interaction and bond
- Provide parent coaching sessions with all parents as assigned
- Transport families to and from visitations and provide in-home services as needed
- Prepare and maintain weekly documentation including monthly visitation plans and service plan
- Work weekly with assigned families and coordinate services, referrals, case planning, and updates
- Prepare for and testify at court hearings for assigned cases
- Attend Family Team Meetings for assigned cases with Division of Families and Children Services (DFCS) and/or Court Appointed Special Advocate (CASA) when appropriate
- Attend and communicate client progress during weekly meetings
- Administer pre- and post-assessments with families
- Clean and help maintain facilities
- Attend all fundraisers for the organization, weekly or monthly trainings, and required special events defined by leadership
- Other duties as assigned

**Direct Contact/Reports to:** Program Coordinator

**Hours:** Part-time, non-exempt position scheduled within hours of operation

**Pay Range:** \$15.38/hour

**Vacation/Time-Off/Benefits:** Holidays that fall on employee's scheduled work day are paid based on employee's average daily hours.

### **Skills and Minimum Requirements:**

Candidate must have a Bachelor's degree in Human Services (preferred in social work, psychology, or similar field) and 2-3 years of experience in relevant social work, education in juvenile justice or domestic violence. Candidate must have First Aid/CPR including child and infant module, strong documentation skills, verbal communication, type 45 wpm, organizational skills, decision-making, and integrity. Candidate must also possess a strong understanding of child development, parenting techniques, positive reinforcement, protective factors, risk factors, conflict resolution, and trauma-informed care. Candidate must possess a vehicle with Georgia minimum insurance requirements, and driver's license.

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**Applicant Signature**

12.6.20, 2.12.21

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**Date**