

Family Care Coordinator

Supervisory Responsibilities: None

Essential Functions

- Supports therapists by working with nonoffending family members to address the family's needs related to the impact of child sexual abuse by connecting families to community support services, both internal and external, on an ongoing basis.
- Screens community calls regarding child sexual abuse reports and counseling services, child sexual abuse in general, and children with problematic sexualized behaviors, gathering needed information and connecting them to appropriate direct services staff member or community service.
- Assists with providing ongoing referrals for needed services such as crisis counseling, long-term counseling, support groups, medical care, emergency financial assistance, Crime Victim Compensation, and other resources to resolve issues related to victimization.
- Plans and hosts caregiver groups, in collaboration with Client Services Supervisor.
- Maintains a working knowledge of community resources, locating new resources as requested by the MDT and when possible. Connects clients and non-offending family members to needed resources, both internally and in the community.
- Manages Yellow Dress Care Closet, community donations for direct client benefit, family nights, and other family programs.
- Provides back-up family advocacy, offering client support, information referral, and court support for back-up advocacy clients for the duration of their services.

Educational Requirements and Qualifications

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- High school diploma or its equivalent.
- Valid driver's license and reliable automobile or other reliable transportation.
- Minimum one year experience with child welfare system and community resources.
- Ability to relate to clients of all ages, races, ethnicities, and socio-economic backgrounds.
- Proficiency in internet and Microsoft Office platform.

Preferred Experience:

- Bachelor's degree in Human Services-related field.
- Bi-lingual fluency in English and Spanish.