

**Prevent Child Abuse Pickens County  
Position Description**

**Position Title: Family and Clinical Support Specialist**

**Department: Counseling and Supportive Services**

**Reports to: Director of Counseling and Supportive Services**

**Send resume to: pamrfarmer@yahoo.com**

**SUMMARY:**

The Family and Clinical Support Specialist (FCSS) will report directly to the Director of Counseling and Support Services of Prevent Child Abuse Pickens County (*dba* The Parenting Place). The Family and Clinical Support Specialist, under the supervision of the Director of Counseling and Support Services, will provide layered services to survivors of abuse that includes, but is not limited to: crisis intervention, emotional support, resources and referrals, information on victimization, assistance with Crime Victims Compensation application, information on legal rights and protections, and information on criminal justice process. The FCSS will be a part of the support team with the assigned Counselor to provide consistent continuum of care services to survivors of abuse. This position works collaboratively with all other agency staff, volunteers, and board members.

**RESPONSIBILITIES AND DUTIES:**

- Provide one-on-one, in-home or on-site support services
- Provide crisis intervention to victims and non-offending family members
- Provide psycho educational training to assist victims
- Have clear understanding of intimate partner violence
- Have clear understanding of the impact of victimization
- Network for community resources and referrals
- Provide liaison and coordination with legal, law enforcement, and social services agencies
- Interview clients for referral to gather information about their backgrounds, needs, or progress
- Fill out and maintain client-related paperwork, including all necessary assessments, forms, client records, and progress notes
- Complete documentation, reports, and evaluations required by grant-funders
- Perform crisis interventions with clients
- Develop working relationships with others to facilitate program activities
- Refer clients to community or social service programs as necessary
- Travel required
- Other tasks, if needed

**CONFIDENTIALITY:**

- Maintain confidentiality of the organization as well as all program participants and potential participants.

**PREREQUISITE QUALIFICATIONS:**

- Under-graduate degree from an accredited four-year college in social work or related field
- One year of educational or experiential background in intimate partner violence and the impact of victimization
- Ability to relate to families from a strength-based model even in an apparently chaotic family environment; ability to approach families from a family-centered service model
- Ability to suspend judgment and provide a welcoming environment for all who enter the program
- Creative and knowledgeable about community services (specific to these geographic areas); Anderson, Greenville, Oconee, and Pickens Counties
- Organized with a demonstrated ability to manage multiple and often times competing projects and show leadership in a busy environment
- Superior computer, written, and oral communication skills
- Demonstrated commitment to diversity, including race, ethnicity, class, gender, sexual orientation, disability, and religion and the demonstrated ability to work with a diverse group of people to develop and accomplish strategic work plans
- Demonstrated collegiality, team orientation, and a positive can-do attitude
- Must be able to work both independently and collaborate as a team player
- Demonstrated ability to work collaboratively with committees, think strategically, and be able to carry out directions from boards or committees
- Experience in working with state and federal grants
- Proficient with Microsoft Office including Excel

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Prevent Child Abuse Pickens County  
Position Description**

**Position Title: Counselor**

**Department: Counseling and Supportive Services Division**

**Reports to: Director of Counseling and Supportive Services Division**

**Send resume to: pamrfarmer@yahoo.com**

**SUMMARY:**

The Counselor will report to the Director of Counseling and Supportive Services Division of Prevent Child Abuse Pickens County (*dba* The Parenting Place). The Counselor will work with Counseling and Support Services to advance the mission of the agency in providing counseling and support services to victims and their non-offending family members either in the office, in the home, or in another safe location. Job duties may vary to include assessing the needs of crime victims to determine the kind of assistance needed, providing education, guidance, and support services one-on-one and in group settings, and providing referrals as needed. Duties also include providing community trainings and outreach activities to promote program services and to establish new partnerships that will help create a comprehensive system of services for victims and their families. This position works collaboratively with all other agency staff, volunteers, and board members.

**RESPONSIBILITIES AND DUTIES:**

- Provide one-on-one, in-home or on-site support services
- Provide group therapy to victims and non-offending family members
- Provide psycho educational training to assist victims
- Have clear understanding of intimate partner violence
- Have clear understanding of the impact of victimization
- Provide intensive counseling to stabilize the home through therapy
- Network for community resources and referrals
- Provide advocacy services, if needed, with legal, law enforcement, and social services agencies
- Provide group therapy for youth who have been removed from the home due to physical neglect, sexual abuse, and/or intimate partner violence
- Assist in program implementation and development
- Counsel with individuals and groups to promote optimum mental and emotional health
- Assist individuals dealing with issues associated with addictions and substance abuse; family, parenting, and marital problems; stress management; self-esteem; aging; and more
- Counsel clients, individually or group sessions, to assist in overcoming dependencies, life adjustments, etc.
- Develop and implement treatment plans based on clinical experience and knowledge
- Interview clients to gather information about their backgrounds, needs, or

- progress
- Fill out and maintain client-related paperwork, including all necessary assessments, forms, client records, and progress notes
  - Complete documentation, reports, and evaluations required by grant-funders
  - Perform crisis interventions with clients
  - Maintain current professional social services knowledge by reading professional literature, attending courses and seminars, or establishing and maintaining contact with other social service agencies
  - Develop working relationships with others to facilitate program activities
  - Refer clients to community or social service programs as necessary
  - Travel required
  - Other tasks, if needed

**CONFIDENTIALITY:**

- Maintain confidentiality of the organization as well as all program participants and potential participants.

**PREREQUISITE QUALIFICATIONS:**

- Masters degree in Social Work or related field. Licensure or in the process of becoming licensed in one year.
- Minimum of three years of educational or experiential background in intimate partner violence and the impact of victimization
- Ability to relate to families from a strength-based model even in an apparently chaotic family environment; ability to approach families from a family-centered service model
- Ability to suspend judgment and provide a welcoming environment for all who enter the program
- Creative and knowledgeable about community services (specific to this geographic area); Anderson, Greenville, Oconee, and Pickens Counties
- Organized with a demonstrated ability to manage multiple and often times competing projects and show leadership in a busy environment
- Superior computer, written, and oral communication skills
- Demonstrated commitment to diversity, including race, ethnicity, class, gender, sexual orientation, disability, and religion and the demonstrated ability to work with a diverse group of people to develop and accomplish strategic work plans
- Demonstrated collegiality, team orientation, and a positive can-do attitude
- Must be able to work both independently and collaborate as a team player
- Demonstrated ability to work collaboratively with committees, think strategically, and be able to carry out directions from boards or committees
- Experience in working with state and federal grants
- Proficient with Microsoft Office including Excel and Access

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

