



**The Children & Teenagers Foundation, Inc.**  
Providing alternatives to hopelessness and solutions for tomorrow  
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**Position:** Family Consultant  
**Reports To:** Clinical Director  
**Job Summary:** To provide skill building and resource linkage services to children, teens, adults and families that assist in ensuring that individual/ family emotional, educational, medical, social and physical needs are met. Family skill training that increases care giver knowledge related to behavior modification, medication management and community resources

**Minimum Qualifications:**

**Family Consultant I:** High School diploma plus 5 years of experience  
**Family Consultant II:** Bachelor's Degree not in Human Service field plus 2 years of experience; Bachelor's Degree in Human Services; Master's Degree not in Human Services with 1 year of experience in Human Service field  
**Family Consultant III:** Master's Degree in Human Services, not licensed eligible

**Responsibilities:**

- Assess, evaluate, and make recommendations for quality service delivery
- Provide behavior management, education enhancement, social and coping skills building and/or resource development to assist families with increasing stability and crisis prevention
- Conduct visits in the home, office, community, and school when deem appropriate
- Facilitate groups as required
- Respond to agency and consumer phone calls/voice mails and emails within 24 hours
- Respond to crisis call/pages within thirty minutes
- Serve as the liaison between clinical services and medical services
- Identify, Locate and provide community linkages as specified by consumer(s) needs
- Provide a team approach in coordinating services
- Provide & coordinate transportation for consumer(s) as needed in a timely manner
- Provide updated information related to school, probation, medical, life skills goals, and objectives for ongoing case management to in-house and referral agencies
- Establish Monitor treatment plan and ensure that it is implemented with consumer(s)
- Complete progress & non-billable notes for all sessions within 72-hours of contact
- Contact/submit weekly/monthly progress reports as required by referring agency
- Attend mandatory Team Meetings, Administrative Meetings, CORE Clinics, and complete ALL required Training
- Attend court hearings, case/panel reviews, school meeting as necessary
- Complete ALL required trainings
- Other relevant duties as required by C&T Program standards for effective case management of all services for active and closed cases
- Follow agency policies and procedures as required
- Other administrative duties as deemed necessary