



JOB TITLE: Family Counselor

LOCATION: Atlanta, GA

POSITION: Full-Time (with benefits)

ANNUAL SALARY: \$40,000-\$45,000

IMMEDIATE SUPERVISOR: Family Program Coordinator

INTERESTED APPLICANTS: Please send your resume to jobsfrc@marrinc.org.

QUALIFICATIONS

- Master's degree in counseling, psychology, marriage and family therapy, or social work
- Licensure by the Georgia Composite Board or in process of obtaining licensure (APC/AMFT)
- Preferred: At least one (1) year of experience in the counseling or treatment field

RESPONSIBILITIES

- Track new admissions to ensure current Releases of Information (ROI) are maintained, identifying which family members can be contacted and obtaining their email addresses and phone numbers.
- Schedule and conduct appointments (phone/in-person) with family members to offer support and provide an overview of family services.
- Discuss with clients which family members they would like to receive information about MARR's Family Program services and remain involved in their treatment.
- Greet families upon admission or make an introductory call within 72 hours to:
 - Discuss program logistics for both the client and the Family Program.
 - Talk about the family's adjustment to the client's absence and the impact of the client's substance use on their lives.
 - Set boundaries regarding the family's participation in the client's treatment (frequency of calls, etc.).
 - Review family questionnaires and discuss collateral information to share with the treatment team.
- Attend weekly treatment team to present information about family contacts.
- Prior to the 3-day Family Workshop, discuss with staff and clients which family members are appropriate for participation.
- Track transitions from Phase I to Phase II, family counselor assignments, Therapeutic Leave (TL) requests, upcoming discharges, and any significant family needs or dynamics.
- Input all family information (including family questionnaires) and progress notes into KIPU.





- Respond to family calls/emails within 24 hours or the next business day.
- Email upcoming Therapeutic Leave (TL) forms to families and coordinate a call with a staff member before the leave.
- Manage the 3-day Family Workshop invitation process:
 - Keep a record of attendees.
 - Assign family members to appropriate primary counselors for groups and family sessions during the workshop.
- Facilitate Family Dynamics groups at MRC/TRC and during 3-day Family Workshops as needed.
- Attend weekly Family Program staff meetings.
- Participate in clients' clinical phase reviews to provide feedback and recommendations for client and family.
- Conduct individual, couples, and family counseling sessions for clients in Phase II, as well as for those receiving aftercare services.
- Facilitate 1-2 family groups via Webex weekly or as needed.
- Coordinate family group invitations with the Family Program Coordinator, send links and materials, and monitor family participation.
- Lead Impact Group during the 3-day Family Workshop.
- Lead Q&A Discussion Group during the 3-day Family Workshop.
- Conduct presentations and lead breakout groups/sessions at the 3-day Family Workshop.
- Update the Family Program Coordinator, Program Directors, and/or Clinical Director on any Family Program issues or proposed changes.
- Meet with clients at discharge to discuss family services that support recovery efforts and plan discharge termination sessions with family as needed.
- Provide follow-up support to family members when client is discharged due to AMA, relapse, AWOL, or is administratively discharged, discussing treatment team recommendations and support services (before 12 PM the next business day if discharge occurs after hours).
- Assist the Family Program Coordinator in training Family Program interns.
- Perform additional tasks as assigned by the Family Program Coordinator and/or Clinical Director.

