



JOB TITLE: Family Program Coordinator
Men's Recovery Center (MRC)
Traditions Recovery Center for Women (TRC)

LOCATION: Atlanta, GA | Lawrenceville, GA

POSITION: Full-Time (with benefits)

ANNUAL SALARY: \$50,000-\$55,000

IMMEDIATE SUPERVISOR: Clinical Director

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

The Men's Recovery Center (MRC) and Traditions Recovery Center for Women (TRC) are affiliated with MARR Addiction Treatment Centers and function as a part of its network.

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)
- Minimum of one (1) year of experience in the counseling or treatment field

RESPONSIBILITIES

- Coordinate the Family Program clinical services with the Men's Recovery Center (MRC) and Traditions Recovery Center for Women (TRC) treatment teams, including managing Therapeutic Leave (TL) requests, Family Workshop invitations, and family sessions.
- Manage the logistical aspects of both the 3-day Family Workshop and the 1-day Family Seminar, both internally and in the local community, in collaboration with the Family Program Assistant.
- Ensure all services are provided according to established MARR Policies and Procedures.
- Work with the Clinical Director to ensure Family Program compliance with JCAHO, DCH, GARR, and other relevant accrediting bodies' standards and regulations.
- Maintain compliance with confidentiality laws.
- Collaborate with the Clinical Director and Assistant Compliance Officer to ensure all clinical documentation meets MARR Policies and Procedures and accrediting bodies' standards and regulations.
- Oversee scheduling, duty assignments, and annual evaluations of Family Program staff in coordination with the Program Director.
- Ensure Family Program staff members complete thirty (30) hours of continuing education (CE) annually.
- Ensure coverage of all clinical services for the Family Program, including Family Dynamics groups and family sessions.





- Ensure coverage of all clinical services for the Family Program, including Family Dynamics groups and family sessions.
- Attend weekly treatment team meetings at MRC and TRC to present information about client family contacts and share relevant information with the treatment team.
- Conduct presentations and lead breakout groups/sessions during 3-day Family Workshops.
- Coordinate family group invitations with family counselors, send appropriate links and materials, and monitor family participation in weekly groups/webinars.
- Lead 1-2 family groups via Webex weekly and provide fill-in coverage as needed.
- Maintain effective communication with staff and clients' family members to ensure proper information flow.
- Manage the email distribution group for the Family Program and respond to family calls/emails within 24 hours or by the next business day.
- Participate in hiring and firing decisions for Family Program clinical staff, interns, and contract therapists.
- Ensure regular supervision of Family Program staff and interns.
- Facilitate onboarding, training, and scheduling for Family Program interns.
- Lead Family Program staff meetings to provide weekly support and case conceptualization for family counselors and interns.
- Perform individual, couples, and family counseling as needed for clients and their families.
- Provide follow-up support to appropriate family members when client is discharged due to AMA, relapse, AWOL, or is administratively discharged, discussing treatment team recommendations and support services available to the family (before 12 PM the next business day if discharge occurs after hours).
- Perform additional tasks as assigned by the Clinical Director.

