



Priss & Frank Family Center, Inc.

Coach Description of Service:

The assigned staff/sub-contractor is responsible for supervising visits and providing a safe, secure environment, physically and emotionally, for children in alternate care by supervising visits with their natural parent(s) at the Priss and Frank Family Center, Inc. or another agreed-upon site. The staff/sub-contractor's schedule is flexible and determined by the hours they want to work and the assignments they accept from the program manager.

Responsibilities:

- To supervise visits of non-custodial parents with their child(ren). This includes monitoring and, if necessary, intervening with the parent or child who demonstrates inappropriate physical or verbal behaviors.
- To maintain contact with the case manager assigned to the case.
- To report as soon as possible any problems or concerns regarding a specific client, case manager or visitation request.
- To work with the program manager, case manager and any other collaborating agencies as a team member to best meet the needs of the client.
- To treat clients with respect and dignity.
- To perform only those supervised visitation requests authorized by the program manager, at the request of a case manager, in order to fulfill the case plan for that individual/family.
- To be prompt in keeping appointments and adhering to agreed upon schedules.
- To abide by the Departments' Rules of Confidentiality.
- To record time, mileage and supervised visitation reports using the assigned code number and forms. To turn in these forms in a timely manner so that reimbursement can be made and the case manager can be kept up to date.
- To inform the program manager of vacations, illness etc. that would necessitate a substitute supervisor, with as much advanced notice as possible.
- To respect the Priss and Frank Family Center rules regarding visitation procedures.
- To participate in continuing education programs offered through the center.
- To provide transportation for the clients.

Qualifications:

- The staff/sub-contractor should be dependable, flexible and patient.
- The staff/sub-contractor should be sensitive to the needs of the families we work with.
- The staff/sub-contractor should be capable of handling emergencies if necessary.
- The staff/sub-contractor must hold a valid driver's license if they are going to transport clients.
- The staff/sub-contractor must carry the state legal limits of liability insurance on their vehicle if they are going to transport clients. DHS recommends a higher limit of 100-300-100 to both staff/sub-contractor.
- The staff/sub-contractor must be a registered with the Department of Human Services Department.

Time Commitments:

The staff/sub-contractor decides when and how often they want to work. They accept or decline supervision requests from the program manager.

Assignment Procedure:

All requests for a supervised visitation must have been authorized by the case manager and referred to the program manager for assignment. Assignments may be for one time or they may be of an ongoing nature. Staff/sub-contractor accept or decline assignments from the program manager. If case managers ask for changes or new requests, they should be referred to the program manager. Requests from clients must be referred to their case manager.

Reimbursement:

Staff/sub-contractor are reimbursed for their mileage at the current rate. To receive reimbursements the staff/sub-contractor must fill out and return the appropriate form/s to the center director. Staff/sub-contractor is not to accept pay or gifts for their services from the client or their representatives.

I have read understand and can perform the duties of this job with or without reasonable accommodation ___ yes ___ No

What accommodation are needed _____

I have read the responsibilities for this position and understand and accept the responsibilities.

Signature _____ Date _____

WORK ACTIVITIES

- **Getting Information:** Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Documenting/Recording Information:** Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Organizing, Planning, and Prioritizing Work:** Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Communicating with Supervisors, Peers, or Subordinates:** Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

DETAILED WORK ACTIVITIES

- Write reports or evaluations.
 - Maintain social services program records.
 - Present social services program information to the public.
 - Refer clients to community or social service programs.
 - Visit individuals in their homes to provide support or information.
-
- **Contact with Others** — 96% responded “Constant contact with others.”
 - **Face-to-Face Discussions** — 86% responded “Every day.”
 - **Telephone** — 88% responded “Every day.”
 - **Electronic Mail** — 88% responded “Every day.”
 - **Indoors, Environmentally Controlled** — 82% responded “Every day.”

I have read understand and can perform the duties of this job with or without reasonable accommodation ___ Yes ___ No

What accommodation are needed _____

I have read the responsibilities for this position and understand and accept the responsibilities.

Print Name: _____

Signature _____ Date _____



Priss & Frank Family Center Inc.

Social and Human Service Coach/Transporter Description of Services:

Assist in providing client services in a wide variety of fields, such as psychology, rehabilitation, or social work, including support for families. May assist clients in identifying and obtaining available benefits and social and community services. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, family reunification rehabilitation, or dependent care.

Sample of reported job titles: Advocate, Caseworker, Community Coordinator, Family Support Worker, Home based Assistant, Human Services Program Specialist, Mental Health Technician, Outreach Specialist, Social Services Assistant, Social Work Associate

Tasks:

- Keep records or prepare reports for owner or management concerning visits with clients.
- Provide information or refer individuals to public or private agencies or community services for assistance.
- Visit individuals in homes or attend group meetings to provide information on agency services, requirements, or procedures.
- Interview individuals or family members to compile information on social, educational, criminal, institutional, or drug history.
- Submit reports and review reports or problems with superior.

KNOWLEDGE

Psychology: Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Customer and Personal Service: Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

English Language: Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Therapy and Counseling: Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

Sociology and Anthropology: Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

SKILLS

Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Service Orientation: Actively looking for ways to help people.

Social Perceptiveness: Being aware of others' reactions and understanding why they react as they do.

Speaking: Talking to others to convey information effectively.

Writing: Communicating effectively in writing as appropriate for the needs of the audience.

ABILITIES

Oral Expression: The ability to communicate information and ideas in speaking so others will understand.

- **Oral Comprehension:** The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Problem Sensitivity:** The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Speech Clarity:** The ability to speak clearly so others can understand you.
- **Written Expression:** The ability to communicate information and ideas in writing so others will understand.



Priss & Frank Family Center, Inc.

416 Dunbar Road

Warner Robins, GA 31093

478-922-2464

Employment Application

Applicant Information

Full Name: _____ Date: _____

Last First M.I.

Address: _____

Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary _____

Position Applied for: _____

Are you a citizen of the United States? Yes No If no, are you authorized to work in the US? Yes No

Have you ever worked for Priss & Frank Family Center, Inc.? Yes No If yes, when? _____

Have you ever been convicted of a felony? Yes No

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To _____ Did you graduate? Yes No Diploma: _____

College: _____ Address: _____

From: _____ To _____ Did you graduate: Yes No Degree: _____

Other: _____ Address: _____

From: _____ To _____ Did you graduate? Yes No Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Driving Record (May or may not be considered depending on job applied for)

Do you have a valid driver's license? Yes No License Number: _____

Have you had any tickets? Yes No

If yes, explain: _____

Has your license ever been suspended or revoked? Yes No

If yes, explain: _____

Do you have any DUI or DWI convictions? Yes No

If yes, explain: _____

Do you have a reliable form of transportation to work? Yes No

If you have your own vehicle: Make/Model: _____ Year: _____ Tag#: _____

Please tell us why you have chosen to work in the mental health field. Include qualities that you have that will benefit psychiatric patients.

Applicant's Acknowledgement

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any misrepresentations, omissions of facts or incomplete answers in any application document will disqualify me from further consideration for employment. I further understand that, if employed, any misrepresentation or omissions of facts in any application document will be cause for my dismissal at any time without prior notice.

I understand that any employment offer is contingent upon successful background screening through the Department of Children and Families and/or the Department of Juvenile Justice, reference checks from current and prior employers, and a drug test.

I authorize all past employers and educational institutions to release all requested information in regards to my work history and education for use in determining my qualifications for employment.

I understand that, if employed, my employment with Priss & Frank Family Center, Inc. is not for a specific term and may be terminated by me or Priss & Frank Family Center, Inc. with or without notice or cause at any time. I further understand that no oral promise, Employer policy, custom, business practice or other procedure (including Priss & Frank Family Center's Personnel Handbook or any personnel manuals) constitute an employment contract or modification of the at-will employment relationship between me and Priss & frank Family Center, Inc.

I release my former/current employer from any liability or damages for having furnished this information.

Applicant's Signature

Date