



**FAMILY SERVICES, INC.**  
**Client Case Coordinator**  
**Betty Ann Krahnke Center (BAK)**

**Job Summary:**

Provide case coordination, in a trauma informed care environment, including safety planning, information on legal options, referrals to community resources and coordination with Montgomery County's DHHS Crisis Services. This position is full time. Work schedule will include evening hours to accommodate resident schedules.

**Reports to: BAK Program Manager**

**Duties and Responsibilities:**

1. Welcomes new residents to the BAK Center and assists with needs assessment, development of a client service plan, safety planning and review of BAK guidelines.
2. Meets with survivors on a regular basis (minimum twice a week) to facilitate with client service plan to include safety planning, legal options, employment and entitlements. In conjunction with Clinical Therapists, ensures that survivors develop life skills as identified in their service plan.
3. Accompanies clients to meetings and appointments as needed. Assists in development of discharge options and plans.
4. Maintains up to date knowledge of benefits and community resources and attends meetings in the community about housing, benefits, etc.
5. Plans and coordinates group adult activities which promote healing through the use of visual arts, poetry reading, dance, music, physical exercise, games and cooking.
6. Assists survivors in the development of new life skills such as budgeting, time management, parenting strategies, and problem solving.
7. Attends weekly case consultation meetings, individual supervision and required trainings in both Domestic Violence and Trauma Informed Care.
8. Ensures that clinical notes and monthly statistics are complete, timely and accurate. Maintains strict confidentiality of survivor records and information.

9. Other duties as assigned. This position description may be altered to comply with the needs of the Program.

**Qualifications:**

Bachelor's degree in social work, counseling, psychology or closely related field with a minimum of one year of relevant experience in program area. Bilingual ability in Spanish strongly preferred.

**To Apply:**

Email resume and cover letter to [careers@fs-inc.org](mailto:careers@fs-inc.org) or fax to 240-631-9356

*Family Services, Inc is an Equal Opportunity Employer [EOE]*