



Multi-Agency Alliance for Children, Inc.

## MAAC Youth and Family Services Care Coordinator

---

Employee Name (Printed)

---

Date of Hire

Youth and Family Services Care Coordinator is sought for the non-profit Multi-Agency Alliance for Children (MAAC) collaborative. Experience in behavioral healthcare field, crisis intervention, family centered practice and creative problem solving. Bachelors level education in a human service field, and 2 years experience. Salary is commensurate with education and experience. Fax resume to MAAC at (404) 880-9325.

The Multi-Agency Alliance for Children (MAAC) is a private non-profit collaborative of eight behavioral healthcare agencies serving children and adolescents from 5-21 years old. Most of the youth served through MAAC have significant histories of abuse, neglect, mental health challenges, and are in the custody of the Department of Child and Family Services (DFCS) and/or the Department of Juvenile Justice.

### Essential Skills

1. Ability to conduct in a professional manner at all times
2. Knowledge of Georgia Child Welfare and Mental Health System
3. Knowledge of systems of care and available resources
4. Ability to work effectively on multiple teams with different goals toward the best interest of the children served
5. Effective problem solving ability
6. Knowledge of Intake/Admission processes
7. Self-motivated
8. Timely and well written documentation
9. Ability to be creative in thinking and planning
10. Ability to form productive professional relationships
11. Crisis intervention skills
12. Openness to learning and tracking large amounts of information
13. Respect for value of youth voice and skill in appropriately involving youth in their care plan.

### Preferred Skills

1. Experience in Intake
2. Experience in Case Management with youth and families
3. Experience working with families in a family centered practice model
4. Existing knowledge of MAAC and its many functions
5. Existing positive professional reputation

**MAAC's Mission:** *The Multi-Agency Alliance for Children is a collaborative committed to creating innovative approaches that advance life-changing results for Georgia's at-risk youth and families.*

Duties

1. Review clinical information and assess needs of youth and family
2. Access and evaluate youth/family needs
3. Coordinate planning and ongoing meetings
4. Travel to agencies, foster homes, and birth homes to meet and interact
5. Write and develop plans for youth and family success
6. Complete admission procedures
7. Attend and participate in MAAC Clinical Team Meetings
8. Attend and participate in all other relevant treatment meetings
9. Be flexible and committed to MAAC Mission
10. Anticipate challenges and solve them before they become problems
11. Have easily accessible knowledge base regarding youth and families served
12. Develop resources to meet the unique needs of the youth and families served
13. Various projects and other assigned duties (as needed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Director Signature

\_\_\_\_\_  
Date