



## Family Support Coordinator | Job Description

Send a cover letter and resume to [info@neverlost.org](mailto:info@neverlost.org)

### Organization Background

Never Lost, Inc. is a nonprofit organization in South Georgia serving children who have experienced traumatic abuse and neglect. Through courtroom advocacy and connection to community resources, we strengthen families and forever improve the home lives of children. We restore hope and let children know that we are with them as they go through the court system. We work to find a safe and permanent home and to connect children with local resources that can help them begin to heal and recover.

### General Description | Accountability

The Family Support Coordinator oversees daily operations of the Family Support Program. The Family Support Coordinator provides legal advocacy for children placed in the temporary legal custody or guardianship of a relative caregiver and connects relative caregivers with community services and support. The Family Support Coordinator is hired by Never Lost's Board of Directors on the recommendation of the Executive Director.

### Desired Qualifications | Skillset for Success

- Bachelor's degree in social service-related field + 2 years of social work/case management
- Successfully complete CASA training including a criminal background check
- Proficiency with common workplace software programs, i.e. Microsoft Office
- Understanding of issues and dynamics within families in crisis relating to child abuse and neglect
- Commitment to the Mission of Never Lost

### Job Responsibilities

- Provide lay guardian ad litem advocacy services for children
- Complete strengths-based assessments and develop individual family service plans
- Visit children and relative caregivers and continually assess placement stability and safety
- Prepare and submit written court reports for Juvenile Court hearings
- Maintain accurate records including case management database, files, and program statistics
- Other duties as assigned