



The Lincoln Center for Family and Youth  
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(610) 277-3715 | [jobs@TheLincolnCenter.com](mailto:jobs@TheLincolnCenter.com)

## JOB DESCRIPTION: Community Based Family Intervention Specialist

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**Title:** Community Based Family Intervention Specialist

**FLSA:** Exempt

**Reports To:** SVP, Community based Services

**Organization Summary:** The Lincoln Center for Family and Youth (“TLC”) is a regional social impact company serving the Philadelphia area for over 50 years. Founded in 1970 and incorporated in 1983, TLC is one of the region’s longest serving nonprofit organizations providing alternative education, coaching, and counseling services to public school students and their families. For more information, please visit <https://TheLincolnCenter.com>

**Position Summary:** The Family Intervention specialist will provide mobile, in-home general case management, substance abuse counseling, Home making and family strengthening services for the program. The Family Intervention specialist is responsible for establishing a professional and supportive first contact for intake, will conduct initial screenings for services, and provide ongoing support.

**Duties & Responsibilities**

- Case management: linkage to community resources
- Collect basic information from clients to begin a case file.
- Enter all documentation of direct and indirect services into Simple Practice within 5 business days from the service.
- Conduct initial intake and needs assessment interview with all clients.
- Maintain accurate documentation of service objectives and outcomes as well as other services in accordance with guidelines.
- Actively participate in staff meetings and trainings.
- Prepare related reports
- Adhere to strict boundaries and professional ethics in the care of others.
- Home making: assist family with sanitation and/or home organization
- Provide parenting skills using an evidence-based curriculum
- Conduct crisis intervention as needed
- Provide outreach and facilitate inter-organizational cooperation with community agencies, schools, county services, healthcare professionals, and community groups
- Attend all required training/education related to duties
- Improve family functioning including development of coping skills to manage crises
- Provide recommendations regarding families’ needs, including service needs, risks, and goals and treatment plans
- Conduct family risk, need, goal reassessments

- Attend various in-person and virtual phone-based meetings when requested by Children & Youth Agency
- D&A: provide substance abuse education
- Teach coping techniques and monitor recovery
- Educate on treatment options, methods and techniques to ensure the patient understands the process
- Maintain records and create the treatment plan
- Work with other professional staff to collaborate on treatment methods and plans for individuals struggling with addiction
- Assess suitability for counseling services or referrals to other treatment centers; complete DAST assessment
- Facilitate entry into rehabilitation facilities as appropriate
- Monitor recovery, attendance at AA/NA meetings, and provide relapse prevention
- Stay up-to-date on changes within the field
- Comply with all company policies and procedures as outlined in the employee handbook

**Skills & Knowledge:**

- Ability to be flexible and meet deadlines
- Multi-tasking capability
- Strong client relationship-building skills
- Ability to communicate clearly
- Strong working knowledge of Excel and Word
- Strong organizational skills
- Ability to handle confidential files
- Detail oriented
- Bilingual a plus

**Education & Experience:**

Minimum of Bachelor degree in human service field (psychology, counseling, social work, etc.). Experience in a social service agency or child welfare with working knowledge of case management systems and planning techniques; knowledge of intake procedures.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Work Environment:**

Travel to service sites such as home and community settings throughout Luzerne County, PA required.

**Work Hours:**

This is a full-time, 40 hours per week, position. Evening and/or weekend work can be expected as well as the sudden need for crisis intervention.

**Travel:** Travel to service sites such as home and community settings throughout Montgomery County. Use of a reliable car is necessary for travel to service sites.

**EEO Statement:** TLC is committed to a policy of Equal Employment Opportunity and does not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other basis recognized by federal, state or local law.