

Employment Opportunities

Program Assistant - full-time

This full-time position will provide administrative and clerical support to social service and administrative staff at the Central Office of Family Service.

Duties will consist of scheduling appointments, giving information to clients and referral sources, maintaining clinical records, tracking client service and billing activities, compiling and verifying report data and other administrative tasks as assigned. Candidate must have good analytical and problem solving skills; excellent interpersonal, communication and customer service skills; be professional and a team player; have a good working knowledge of Word and Excel; and be able to plan and prioritize work activities.

At least one year of related experience and/or training; or equivalent combination of related education and experience is required. For consideration, please submit resume and three references to Angie Scott at jobs@family-service-inc.org

Advocate - full-time

Advocate will provide individual advocacy, support and education to domestic abuse victims and their families; lead community education trainings and support groups. Advocate provides services to families over several months in home/community-based setting. Advocate will provide information and assistance with the court process; provide emotional support, assess lethality and social service needs; create safety plans, make appropriate referrals to community resources. BA / BSW required; MSW preferred. Bi-lingual (English & Spanish) preferred. For consideration, please submit resume and three references to Angie Scott at jobs@family-service-inc.org

Chemical Dependency Counselor - full-time

Family Service has a full time position available in the downtown Indianapolis office to lead chemical dependency treatment groups, provide individual counseling, and to conduct assessments. Some travel to county offices required. Knowledge of chemical dependency and experience in the field is required. Masters degree and license in human services field required. For consideration, please submit resume and three references to Angie Scott at jobs@family-service-inc.org

Part-time Support Staff - Lebanon Office

This part-time position will provide administrative and clerical support to social service and administrative staff at the Boone County location of Family Service.

Duties will consist of scheduling appointments, giving information to clients and referral sources, maintaining clinical records, tracking client service and billing activities, compiling and verifying report data and other administrative tasks as assigned. Candidate must have good analytical and problem solving skills; excellent interpersonal, communication and customer service skills; be professional and a team player; have a good working knowledge of Word and Excel; and be able to plan and prioritize work activities.

At least one year of related experience and/or training; or equivalent combination of related education and experience is required.

For consideration, please submit resume and three references to Angie Scott at jobs@family-service-inc.org

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