



# Center for Human Services

*Building a stronger community...one family at a time.*

Mailing Address: 17018 15th Avenue NE • Shoreline WA 98155 • 206-362-7282 V/TDD • Fax 206-362-7152 • Email: [admin@chs-nw.org](mailto:admin@chs-nw.org)

## **Job Announcement**

### **School-based WISE Care Coordinator**

Want to join an innovative community-based organization? If you value social justice, are committed to providing quality services, and are not afraid of challenges, we want to talk with you. Center for Human Services (CHS) is currently seeking the right person to join our team. We offer our staff an EXCELLENT benefit package which includes fully paid (prorated for part-time employees) health, vision, dental, pharmacy, life, and long-term disability insurance for full time, as well as a generous leave package.

The WISE (Wraparound with Intensive Services) Care Coordinator is responsible for coordinating the development of youth and family teams and the implementation of the individualized family care plans, maximizing the involvement of natural team members and system workers. Care Coordinator will work with youth and families who have complex needs and who are involved in multiple systems (criminal justice, mental health, substance use, etc.). The Care Coordinator will assume case management functions, accessing formal resources, coordinating care, responding to crises, serving as an advocate and providing documentation. The Care Coordinator will partner with school staff to identify youth in need of services and will have a presence in the school to build rapport with youth. The Care Coordinator will report to WISE Program Manager. This is a full-time, non-exempt position, located in Lynnwood, WA. Salary is \$22.50-23.50 per hour depending on your experience.

#### Job Requirements:

- Bachelor's degree in Social Work, Human Services or equivalent experience
- At least two years of experience working with youth and families
- Demonstrated knowledge of strength-based family-driven services
- Skills in engaging, motivating and working with diverse individuals and groups.
- Ability to work cooperatively as part of a team
- Skills in facilitation, consensus-building and conflict management
- Computer literacy; knowledge of Microsoft Office, Excel and Outlook
- Experience working with multiple youth and families' systems (such as juvenile justice, mental health, substance abuse, child welfare, developmental disabilities, school districts, etc.)
- Strong written and oral communication skills

CHS is a great work environment with staff who are passionate about and dedicated to the clients of our community. If you want to join an established organization at a time of growth and transformation, this is the place.

To apply, send resume and cover letter to [jobopportunities@chs-nw.org](mailto:jobopportunities@chs-nw.org). Full job description can be found below:

## **Job Description**

### **School-based WISE Care Coordinator**

#### **GENERAL DESCRIPTION**

The WISE (Wraparound with Intensive Services) Care Coordinator is responsible for coordinating the development of youth and family teams and the implementation of the individualized family care plans, maximizing the involvement of natural team members and systems workers. Teams will work with youth and families who have complex needs and who are involved in multiple systems (criminal justice, mental health, substance abuse, etc). This, at times, entails assuming a case management function, accessing formal resources, coordinating care, responding to crises, serving as an advocate, and providing documentation. The Care Coordinator will partner with school staff to identify youth in need of services and will have a presence in the school to build rapport with youth. The WISE Care Coordinator reports to the WISE Coach / Program Manager. This is a non-exempt position. Bi-Lingual/Bi-Cultural candidates are encouraged to apply.

#### **MAJOR RESPONSIBILITIES**



Behavioral Health & Family Support  
[www.chs-nw.org](http://www.chs-nw.org)  
Serving the community since 1970

- Provides all services utilizing a strengths-based, family-focused, culturally competent and integrated approach
- Effectively engages youth and families in the wraparound process
- Facilitates child and family team meetings until no longer needed by the family
- Creates safety and crisis plans with the youth and family and updates the plan as needed
- Participates in a rotation of holding the crisis phone and responding to after hours or weekend crisis calls
- Completes Strengths, Needs and Cultural Discovery with each youth and family
- Completes Child and Adolescent Needs and Strengths (CANS) assessment regularly and uses results to inform care plan goals for each youth and family
- Assists in development of individualized wraparound care plans
- Creates and reviews individualized care plans and monitors for progress
- Maintains a case load of no more than 10-12 youth & families at a time
- Provides case management services in the interest of securing formal resources and allied systems
- Uses the National Wraparound Initiative's "Ten Principles of Wraparound" and the "Phases and Activities of the Wraparound Process" to guide service delivery
- Provides services in accordance to the Wraparound with Intensive Services (WISe) Manual
- Serves as a role model and advocate for youth and families involved in the wraparound process
- Participates in requisite training activities
- Participates in creating and maintaining a workplace that values diversity and treats everyone with respect without regard to race, color, age, religion, creed, gender, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Demonstrates teamwork and open communication
- Participates in weekly supervision and weekly staff meetings
- Works closely and collaboratively with the WISe Therapist(s), WISe Peer Partner(s), and school staff
- Provides services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintains documentation in a timely, thorough and accurate manner
- Follows agency policies and procedures, RCWs, WACs, and other external regulations
- Follows CHS's Code of Ethics
- Performs other appropriate tasks related to your professional role as needed

## **MINIMUM REQUIREMENTS**

- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Experience and demonstrated ability to successfully work within a diverse cultural setting and provide culturally competent services
- Ability to work cooperatively as part of a team
- Outgoing and able to easily build rapport with at-risk youth
- Skills in facilitation, consensus-building and conflict management
- Prompt and consistent attendance during scheduled working hours
- Bachelor's degree in Social Work, Human Services or equivalent degree or AA degree and equivalent experience
- Experience working with multiple youth and families' systems (such as juvenile justice, mental health, substance abuse, child welfare, developmental disabilities, school districts, etc.)
- At least two years of experience working with youth and families
- Demonstrated knowledge of strengths-based family-driven services
- Skills in engaging, motivating and working with diverse individuals and groups
- Strong written and oral communication skills
- Computer literacy; knowledge of Microsoft Office, Excel and Outlook
- Willingness to submit to and pass a criminal background check
- Current Washington State Driver's license and reliable transportation for extensive North King County travel, and willingness to transport youth & families
- Annual TB test
- Ability to work in an unstructured and unpredictable setting, ability to adapt to change
- Sense of humor
- Flexibility in scheduling including early morning and later evening meetings

---

CHS is an Equal Opportunity Employer

The mission of the Center for Human Services is to strengthen the community through counseling, education and support to children, youth, adults and families.

Our Values: Embrace diversity, provide accessibility, champion collaboration, demand accountability, personify integrity, and to have fun.