



Center for Human Services

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

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Job Announcement **INFANT EARLY CHILDHOOD (IEC) MENTAL HEALTH CASE MANAGER**

Join our team! You could play an important role in clients' lives at CHS! Center for Human Services (CHS) is currently seeking the right case manager to join our team. We offer our staff an EXCELLENT benefit package which includes fully paid health, vision, dental, pharmacy, life, and long-term disability insurance, 403b with matching, as well as a generous leave package. Benefits are prorated for part-time employees.

CHS is a non-profit organization with a great work environment, including staff who are passionate about and dedicated to the 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 electronically to jobopportunities@chs-nw.org. Full job description is below or visit our website at www.chs-nw.org

IEC Case Managers works with a dynamic team of therapists to provide quality case management for enrolled clients, provide program assistance to program managers, and conduct client intakes. This is a 20 hr** and non-exempt position located in our Lynnwood office. Salary: \$23.23 - \$25.72 per hour (DOE). **Possible full time if applicant is interested in adding administrative tasks to position.

Job Requirements:

- High School Diploma or equivalent. Some college strongly preferred.
- One or more years of experience working with children and families.
- Experience navigating different systems (schools/families)
- Knowledge of community social service resources and how to access the resources
- Experience with diverse populations
- Excellent listening and communication skills
- Possess or obtain National Provider Identified (NPI) for healthcare services performed
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Ability to work cooperatively as part of a team
- Ability to adapt to change
- Sense of humor

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

Job Description

Infant-Early Childhood Mental Health Case Manager

GENERAL DESCRIPTION

Works with a dynamic team of therapists to provide quality case management for families with young children, program assistance to program managers and other client support as needed.

MAJOR RESPONSIBILITIES – Specific for this position

- Provide office, community, and home-based case management to identified families enrolled in Infant-Early Childhood Mental Health Services, including:
 - Assess for and provide needed case management, based on Social Determinants of Health and client report
 - Track client service utilization and support engagement as needed
 - Provide step-down case management for clients and report on outcomes



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- Support new clients in completing Intake Process, as needed
- Conduct developmental screenings on all new clients
- Work collaboratively with assigned therapist to ensure seamless service delivery
- Assist Infant-Early Childhood Mental Health Program Management with tasks related to program operations and improvements
- Assist in community outreach and marketing to support referrals to Infant-Early Childhood Mental Health Program
- Participate in program development and evaluation of the program
- Actively promote CHS programs to families and individuals; develop and maintain relationships with community contacts, referral sources, and other professionals and agencies
- Maintain accurate and thorough clinical records as per agency, county, and state requirements
- Conduct routine client chart audits
- Provide input and report to leadership regarding the needs of clients and improved ways of offering services and supervision
- Participate in individual supervision, staff meetings, consultation group, and all-staff meetings as scheduled
- Maintain a professional and courteous attitude to all clients, partners, and community members

MAJOR RESPONSIBILITIES – Agency in general

- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally competent approach that is integrated with other services
- Participate in creating and maintaining a workplace that values diversity and treats everyone with dignity and respect without regard to race, color, age, religion, creed, gender, gender identity, gender expression, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Utilize teamwork and open communication
- Have prompt and consistent attendance during scheduled working hours
- Provide services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintain documentation in a timely, thorough, and accurate manner
- Follow agency policies and procedures, RCWs, WACs, CARF standards, and other external regulations
- Follow CHS's Code of Ethics
- Perform all other tasks as assigned by the supervisor, manager, or a director that furthers the success of programs and/or the agency

MINIMUM REQUIREMENTS

- High School Diploma or equivalent. Some college strongly preferred
- One or more years experience working with children and families. Experience with early childhood preferred
- Valid Washington State Driver's License and reliable transportation
- Experience navigating different systems (schools/families)
- Knowledge of community social services resources and how to access the resources
- Experience with diverse populations
- Excellent organizational/administrative skills
- Possess or obtain National Provider Identifier (NPI) for healthcare services performed
- 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
- Ability to work in an unstructured and unpredictable setting; ability to adapt to change
- Sense of humor

Individuals who have parented young children and/or have participated in early childhood support programs are encouraged to apply.

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: Model diversity, equity, & inclusion; provide accessibility; champion collaboration; demand accountability; personify integrity; and have fun.