



# 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

### **INFANT & EARLY CHILDHOOD MENTAL HEALTH MANAGER**

Center for Human Services is excited to hire a new team member for our Community Based Intensive Services team. We are a thriving community health agency that offers great work environment, including staff who are passionate about and dedicated to the community. CHS is a non-profit organization that has been serving the community for over 50 years! We offer our staff an EXCELLENT benefit package which includes fully paid (prorated if part-time) health, vision, dental, life, long-term disability insurance, and 403b with match, as well as generous leave package.

#### About the position:

The Infant & Early Childhood (IEC) Mental Health Manager is responsible for overseeing and supporting IEC/Perinatal Therapists who provide quality IEC mental health services to pregnant people and families with children ages birth to six. The IECMH Manager will work in collaboration with the Community Based Intensive Services Department Leadership Team and with clinical supervisors as well as the broader CHS Leadership Team. The IEC Manager will strive to support a cohesive team that provides excellent clinical services and maintains a fun and engaging work environment. The IEC Manager reports to the Community Based Intensive Services Department Director. This is a full-time, exempt position located in Lynnwood, WA. With a salary range of \$71,572.80 - \$87,880.00 per year depending on credentials and years of experience.

#### What we require:

- Master's degree in Human Services/Behavioral Sciences
- Full licensure in one of the following: Licensed Mental Health Counselor, Licensed Independent Clinical Social Worker, or Licensed Marriage & Family Therapist and MHP designation
- Approved Clinical Supervisor or working toward Approved Clinical Supervisor status
- Approved Children's Mental Health Specialist or working towards Children's Mental Health Specialist status
- General computer skills in Outlook Email, Excel, Word
- Good verbal and written communication skills
- Commitment to practicing cultural humility, self-reflection, and continued education on Diversity, Equity, Inclusion, and Belonging topics
- Ability to work in an unstructured and unpredictable setting, ability to adapt to change
- Ability to work cooperatively as part of a team
- Ability to bring a spirit of camaraderie to your professional relationships

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

### **INFANT & EARLY CHILDHOOD MENTAL HEALTH MANAGER**

#### **GENERAL DESCRIPTION**

The Infant & Early Childhood (IEC) Mental Health Manager is responsible for overseeing and supporting IEC/Perinatal Therapists who provide quality IEC mental health services to pregnant people and families with children ages birth to six. The IECMH Manager will work in collaboration with the Community Based Intensive Services Department Leadership Team and with clinical supervisors as well as the broader CHS Leadership Team. The IEC Manager will strive to support a cohesive team that provides excellent clinical services and maintains a fun and engaging work



Behavioral Health & Family Support  
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Serving the community since 1970

environment. The IEC Manager reports to the Community Based Intensive Services Department Director. This is a full-time, exempt position located in Lynnwood, WA.

## **MAJOR RESPONSIBILITIES – Specific to this position**

- Provides leadership for IEC team
- Supervises designated IEC/perinatal Therapists
  - Ensures appropriate clinical interventions and crisis response
  - Ensures appropriate documentation
  - Ensures caseload management & utilization
  - Provides consistent weekly clinical, reflective supervision
  - Monitor for fidelity in the provision of Evidence Based Practices
  - Ensures clinical staff adhere to treatment standards specific to the population being served
  - Supports collaborative teamwork
- Facilitates regular IEC team in-service trainings and clinical consultation
- Maintains a thorough knowledge and understanding of electronic health record, including billing procedures
- Completes billable tracking and other reports as needed
- Provides oversight of caseload assignment and client engagement
- Monitors performance outcomes and documentation
- Ensures that staff meet contractual and legal requirements
- Coordinates and/or provides training for new hires
- Collaborates and coordinates with WISe Clinical Manager to support IEC/WISe cases
- Participates in hiring and ongoing personnel needs for clinical positions within the IEC team
- Maintains a client caseload, the size of which will be determined in conjunction with direct supervisor (see IEC Therapist Job Description for specifics)
- Provides screening or assessment services to clients as needed
- Ability to provide clinical services and direct supervision, as needed, in the field in North King County and South Snohomish County
- Supports audit processes
- Monitors and manages personnel challenges
- Provides or coordinates ongoing clinical training opportunities
- Participates as a member of the CBIS Department Leadership Team
- Sustains a well-versed understanding of Behavioral Health Policies and Procedures and MCO Policies and Procedures
- Participates as a member of the CQI (Continuous Quality Improvement) Team as needed
- Develops and maintains working relationships with community contacts, referral sources, and other service providers
- Responds to any inquiries from community members about IEC services
- Responds to client grievances
- Participates in program development and evaluation of the Department
- Collaborates with other CHS staff and community as appropriate
- Ability to work a flexible schedule

## **MAJOR RESPONSIBILITIES – Agency in general**

- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally humble approach that is integrated with other services
- Participate in creating and maintaining a safe 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
- 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, managers, or directors that further the success of programs and/or the agency



## **MINIMUM REQUIREMENTS**

- Master's degree in Human Services/Behavioral Sciences
- Full licensure in one of the following: Licensed Mental Health Counselor, Licensed Independent Clinical Social Worker, or Licensed Marriage & Family Therapist and MHP designation
- Approved Clinical Supervisor or working toward Approved Clinical Supervisor status
- Approved Children's Mental Health Specialist or working towards Children's Mental Health Specialist status
- Two years post master's clinical experience working with families with children ages 0-5
- Commitment to providing primarily dyadic, home-based attachment and trauma informed therapy
- General computer skills in Outlook Email, Excel, Word
- Experience working with an electronic medical record
- Proven experience working with IEC population
- Proven experience working with pregnant people and new parents
- Commitment to practicing cultural humility, self-reflection, and continued education on Diversity, Equity, Inclusion, and Belonging topics
- Demonstrated ability to successfully work within a diverse cultural setting and provide services through the perspective of cultural humility
- Reliable transportation, insurance, and a valid Washington State Driver's License
- Ability to work cooperatively as part of a team
- Prompt and consistent attendance during scheduled working hours
- Ability to work in an unstructured and unpredictable setting; ability to adapt to change; flexibility
- Ability to bring a spirit of camaraderie to your professional relationships

## **PREFERRED QUALIFICATIONS**

- Approved clinical supervisor
- Experience navigating different systems (schools, child welfare, etc)
- Formal training in Child Parent Psychotherapy
- A commitment to reflective practice
- Prior experience providing reflective supervision
- Proven experience working with children and youth
- Knowledge of community social services resources and how to access the resources
- Experience working with trauma issues
- Experience providing crisis assessment and intervention
- Excellent organizational/administrative skills

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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 & belonging; provide accessibility; champion collaboration; demand accountability; personify integrity; and have fun.

