Center for Human Services
Building a stronger community…one family at a time.

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Job Announcement

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 a WISe Care Coordinator to join our team. 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. Additionally, CHS is a qualified organization for the Public Service Loan Forgiveness Program.

The WISe (Wraparound with Intensive Services) Care Coordinator is responsible for coordinating the development of multidisciplinary treatment teams that work with youth & families who have complex behavioral health needs. The WISe Care Coordinator will provide services to youth and families in their homes, schools, and communities. The WISe Care Coordinator reports to the WISe Coach / Program Manager. This is a full-time, non-exempt position located in Lynnwood, WA. Salary range is $68,764.80 - $72,404.80 per year depending on experience and credentials.

Job Requirements:

- High school diploma or equivalency
- Be licensed, certified, or registered in the State of Washington
- Experience working with multiple youth and families' systems (such as juvenile justice, mental health, substance abuse, child welfare, developmental disabilities, school districts, etc.)
- Current Washington State Driver's license and reliable transportation for extensive North King/Snohomish County travel, and willingness to transport youth & families
- Strong written and oral communication skills
- General computer skills in Outlook Email, Excel, Word
- Commitment to practicing cultural humility, self-reflection, and continued education on Diversity, Equity, Inclusion, and Belonging topics
- Ability to work cooperatively as part of a team
- Ability to adapt to change
- Sense of humor

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 to jobopportunities@chs-nw.org. Full job description can be found below:

Job Description

WISe CARE COORDINATOR

GENERAL DESCRIPTION

The WISe (Wraparound with Intensive Services) Care Coordinator is responsible for coordinating the development of multidisciplinary treatment teams that work with youth & families who have complex behavioral health needs. The WISe Care Coordinator will provide services to youth and families in their homes, schools, and communities. The WISe Care Coordinator reports to the WISe Coach / Program Manager. This is a non-exempt position.

MAJOR RESPONSIBILITIES

- Maintains a case load of 10-12 youth & families at a time
  - Effectively engages youth and families in the wraparound process

- Facilitates child and family team meetings at least every 30 days
- Assists in development of individualized wraparound care plans and monitors for progress
- 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
- Provides case management services in the interest of securing formal resources and allied systems
- Creates safety and crisis plans with the youth and family and updates the plan as needed
- Serves as effective advocate for youth and families as needed
- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally humble approach that is integrated with other services

- 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
- Participates in a rotation of holding the crisis phone and responding to after hours or weekend crisis calls
- Participates in requisite training activities
- Participates in weekly supervision and weekly staff meetings
- Effectively collaborate with other WISe staff and system partners

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 furthers the success of programs and/or the agency

MINIMUM REQUIREMENTS

- Commitment to practicing cultural humility, self-reflection, and continued education on Diversity, Equity, Inclusion, and Belonging topics
- Be licensed, certified, or registered in the State of Washington
- Demonstrated ability to successfully work within a diverse cultural setting and provide services through the perspective of cultural humility
- Ability to work cooperatively as part of a team
- Ability to easily build rapport with at-risk youth
- Skills in facilitation, consensus-building and conflict management
- Prompt and consistent attendance during scheduled working hours
- High school diploma or equivalency
- 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
- General computer skills in Outlook Email, Excel, Word
- Willingness to submit to and pass a criminal background check
- Flexibility in scheduling including early morning and later evening meetings
- Current Washington State Driver's license and reliable transportation for extensive North King/Snohomish County travel, and willingness to transport youth & families
- Ability to work in an unstructured and unpredictable setting, ability to adapt to change
- Ability to obtain and maintain CANS certification
- Ability to obtain and maintain WISe certification

- Strong organizational skills
- Able to work independently
- Sense of humor

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.