



# Center for Human Services

Offices: 17018 – 15<sup>th</sup> Ave NE ~ Shoreline WA 98155 ~ 206-362-7282 V/TDD ~ Fax 206-362-7152 E-mail: [admin@chs-nw.org](mailto:admin@chs-nw.org)

## Job Announcement

### **Site Coordinator: Recovery Services for Adolescents and Families**

#### **GENERAL DESCRIPTION**

The site coordinator will work with the CHS Substance Abuse department staff, SAMA Foundation and Chestnut Health Systems to implement the pilot project, Recovery Services for Adolescents and Families. Reports to the Substance Abuse Department Director. This is an exempt position. Bi-Lingual/Bi-Cultural candidates are encouraged to apply.

#### **MAJOR RESPONSIBILITIES**

- Provides all services utilizing a strengths-based, family-focused and integrated approach
- Must be able to attend training in Bloomington, IL during last week of September, 2010
- Provides services in a culturally competent manner
- Works with Chestnut Health Systems and SAMA Foundation staff to implement protocols at their site and time-lines for data collection
- Works with Chestnut Health Systems staff to review progress of documentation and data collection and makes any necessary modifications to protocols
- Recruits, trains and supervises site personnel, including volunteers and the coordination of volunteer schedules
- Oversees participant recruitment and informed consent. Notifies relevant personnel about new participants
- Works with local organizations to coordinate recruitment of adolescent participants and family members for the project
- Works with local organizations to coordinate location of various recovery activities (e.g. location of telephone support activities, location of CRAFT groups)
- Coordinates local steering committee meetings among organizations involved in the project
- Oversees all aspects of site data collection, including monitoring the quality of documentation and data collection
- Conducts interviews of participants as needed
- Monitors quality and timeliness of data entry, including uploading of digital recordings used for quality assurance purposes
- In collaboration with Chestnut Health Systems staff, assures that all site personnel adhere to implementation expectations
- Maintains and protects confidentiality and security of all organization information gained in the course of performing job responsibilities, but not limited to , financial and client information
- Other duties consistent with prior training and experience
- 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
- 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
- Prompt and consistent attendance during scheduled working hours
- Bachelor's degree in social services required. Master's degree preferred
- Excellent attention to detail
- Strong communication and computer skills
- Prior experience in data collection and protocol monitoring preferred
- Demonstrated orientation toward helping youth with substance
- Annual TB test
- Ability to work in an unstructured and unpredictable setting, ability to adapt to change
- Sense of humor

### **LOCATION**

This position is located within the Substance Abuse Department at Center for Human Services' Shoreline site (17018 15<sup>th</sup> Ave NE, Shoreline, WA 98155) and the Science and Management of Addictions (SAMA) Foundation office at 1900 N. Northlake Way in Seattle.

### **SALARY**

\$18-20 per hour, 40 Hours/week plus benefits. This is a 13-month position.

### **APPLICATION PROCEDURE**

Submit cover letter and resume electronically to [RGraham@chs-nw.org](mailto:RGraham@chs-nw.org) and reference job #SA-09

### **CLOSES**

Open until filled

(posted Aug 26, 2009)

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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 in North King County and South Snohomish County.

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