Job Announcement
CoRe Coordinator

JOB TITLE: CoRe Coordinator
DEPARTMENT: Behavioral Health Program
REPORTS TO: Director of Behavioral Health
STATUS: Full Time
FLSA: Exempt
WORK SCHEDULE: Monday to Friday (and at least 2 evenings/week as needed)

PURPOSE
Under the supervision of the Director of Behavioral Health, the CoRe Coordinator will be responsible for developing, training and implementation of the CoRe project in the Behavioral Health Program. They will develop, facilitate, implement and evaluate the CoRe curricula and provide administrative assistance needed for successful implementation of the CoRe Gaming project. The CoRe Coordinator plays a key role in ensuring the CoRe’s participants develop **Courage, Cooperation, Respect and Resourcefulness** values within the youth that we serve by teaching CoRe skills that help children/youth stay safe, calm under pressure, communicate respectfully and persuasively, expand the child’s connection to their family and community, make lasting and valuable friendships, and develop achievable goals for themselves and their community. The CoRe Project Lead will also provide task supervision to the CoRe Facilitators as well as CoRe Assistants. The CoRe Coordinator will carry a variable therapeutic caseload, dependent on group scheduling and time commitment.

ESSENTIAL DUTIES
Program Facilitation and Coordination
1. Ensure that CoRe contract and financial goals are met, per internal and external agreements.
2. Provide active training and leadership to the CoRe Team (staff and interns) through regular clinical and administrative management and reviews, consultation, training and support in accordance with agency and CoRe values.
3. Ensure culturally responsive implementation of CoRe curriculum is aligned and relevant to target population and ASC values.
4. Proactively evaluate individual and overall team performance on a regular and ongoing basis; use collected data and information to make needed improvements including adjustments as needed to work assignments to maximize quality of CoRe programming in collaboration with the Director of Behavioral Health.
5. Collaborate with CoRe Facilitators and Director of Behavioral Health as needed with the implementation of CoRe plan, budget, and training plan for the CoRe project.
6. Ensure CoRe’s staff utilize CoRe, DBT and/or evidence-based or promising practices interventions.
7. Facilitate CoRe Gaming groups to youth in a variety of settings.

Community and Donor Relations
8. Promote CoRe Project through community outreach.
9. Represent CoRe and all ASC programs with community partners and the community at large to ensure high visibility, maximum cooperation, high quality services, contract compliance and further program development.

Regulatory Compliance, Documentation and Reporting
10. Actively monitor compliance in accordance with contract requirements and agency procedures.
11. Actively monitor accuracy and completeness of data and CoRe databases in accordance with agency rules and expectations.
12. Coordinate reporting for accuracy and completeness of data in ASC electronic health record systems, conduct client surveys, and update any other relevant ASC databases in accordance with agency requirements.

Direct Therapeutic Services
13. Carry a variable caseload, dependent on group scheduling and time commitment. To be determined with Director of Behavioral Health.
14. Deliver comprehensive and culturally responsive, evidence-based therapeutic services to assigned participants through a community-based approach that creates positive linkages between children, youth and their families, their community and schools to improve the overall level of functioning and resiliency of participants.
15. Respond to participants in crisis, conduct evaluations, coordinate with additional services and resources and amend treatment plans appropriately.
16. Conduct comprehensive psychosocial diagnostic assessment to address numerous life domains and utilize interviews, support system, available clinical records, observations and possibly tests.
17. Develop and implement collaborative comprehensive treatment plan using Evidence Based Practices with clearly identified goals. Modify service plan as needed to reflect changes in client’s status and progress.

OTHER DUTIES
- Support and comply with the values, policies, and practices of Atlantic Street Center.
- Abide by the agency’s confidentiality policies and be aware of HIPPA/FERPA rules.
- Support program quality: implement best practices and consistently meet external compliance standards including: WAC, RCWs, and King County Policies and Procedures.
- Actively participate in agency life and program activities. This includes school and agency meetings, supervision and consultation.

QUALIFICATIONS
- Master’s degree in Social Sciences or related field is required.
- Two years post graduate experience providing therapeutic services to diverse communities is required.
- At least an Associate’s license such as LMHCA, LSWAIC or LMFTA is required. 
- LMHC, LICSW, LMFT would be preferred.
- One year of supervisory experience is required.
- Clinical experience in crisis assessment and treatment with multi-system families is preferred.
- Strong clinical skills and knowledge base of clinical care standards in the treatment of adults, children, and families, including those families affected by multiple issues (abuse, neglect, domestic violence, chemical dependency) and demonstrated ability and desire to help families from diverse cultures and backgrounds.
- Demonstrate Evidence Based Practice (EBP) knowledge, preferably of Cognitive-Behavioral Therapy, Motivational Interviewing (MI), Dialectical Behavior Therapy (DBT) and/or Solution Focused therapy.
- 3 years’ experience providing youth development services to ethnically diverse children, youth, and families who are experiencing poverty: Required.
- Proven ability to work successfully in a multi-cultural/multi-ethnic environment. Able to balance competing demands and maintain effective working relationships with staff, participants, volunteers, collaborators, and the general public.
- Solid understanding of issues and dynamics, as they relate to the population served by ASC, including African American, refugee and immigrant.
- Strong experience in successfully coordination of programs and activity planning.
- Position requires certification in CPR and 1st Aid (must be obtained within 3 months of hire).
- Strong knowledge of video games and video game systems: preferred.
- Computer skills and proficiency with Microsoft Office suite software required. Experience with Electronic Records Management system software/databases preferred.
- Strong attention to details, follow-up and timely completion of assigned tasks.
- Strong organizational skills managing complex tasks associated with providing services under multiple contracts with different expectations, requirements, and outcomes.
- Models appropriate, respectful and effective conflict resolution skills.
- Good public speaking skills; able to represent and promote ASC in a variety of settings.
- Successful completion of a Washington State Patrol criminal background check.
- Satisfactory driving record with proof of auto liability insurance.

WORKING CONDITIONS
- Must be able to access clients at all locations served by ASC and places frequented by clients.
- Position requires driving your own vehicle whenever necessary to meet program needs. Valid WA state driver license and car insurance is required per state law.
- Position requires working a schedule which includes some evenings.
- Able to sit for long periods, bending, stooping, and/or frequent walking.
- Able to lift up to 30 pounds.