



WORK WITH CHILDSTRIVE TO IMPROVE THE LIVES OF CHILDREN AND FAMILIES

ChildStrive began as a dream shared by a small group of parents who wanted a better future for their children with special needs. Every day, ChildStrive team members continue to grow that dream through dynamic, research-based programs that improve the lives of children and families in our community.

We invite highly skilled, dedicated professionals to join our team of therapists, educators, nurses, counselors and administrative support. We have a current opportunity for two **Intake Coordinators** for all agency programs.

POSITION SUMMARY

Intake Coordinator

Location: Everett or Lynnwood *Schedule:* 0.75 - 1.0 FTE

The Intake Coordinator receives and processes all referrals to ChildStrive programs. This position coaches prospective clients and referral sources often experiencing complex, difficult, and emotional times, collecting necessary information for the appropriate program to be able to complete case assignment and scheduling. The Intake Coordinator communicates with and educates referrals about services, connecting them with outside resources as necessary. The Intake Coordinator works with program managers to build and maintain relationships with referral sources, and participates in community events, helping to inform the public of our programs and to reach prospective clients.

REQUIRED QUALIFICATIONS

- 3+ years of experience working in a field of social services or early childhood, or A.A./B.S. degree in a field related to social services or early childhood
- Familiarity of Microsoft Suite; experience with database entry and use
- Strong verbal and written communication skills
- Ensures confidentiality of sensitive information
- Knowledge of early intervention, Parents as Teachers, and/or Nurse Family Partnership programs and requirements is preferred
- Bilingual preferred

BENEFITS

In addition to our supportive workplace environment you'll enjoy excellent benefits that may include:

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| - Competitive wages | - Paid Time Off | -Healthcare Coverage (medical, dental, vision) |
| - Flexible Schedules | - Continuing Ed | -Matching 403(b) retirement plan |

To be considered for this position email your resume and cover letter to:

employment@childstrive.org

ABOUT OUR ORGANIZATION

Founded in 1963, ChildStrive is a growing non-profit agency serving children and families in Snohomish and north King Counties. We are pioneers and respected leaders in providing family centered parenting support and early intervention services to pregnant women and young children birth through 3 years old.

ChildStrive partners with families to support young children's success in daily life and in the community.

Our vision is that all children will succeed in school and in life.

We serve our community through four programs:

Early Intervention serves families with children birth to three years of age who have a developmental delay or identified disability;

Nurse Family Partnership serves first time pregnant women who are 25 years of age or younger through pregnancy and until their child turns two years of age;

Parents as Teachers serves families who are pregnant or have a young child who are living with trauma or chronic hardships, including housing instability or poverty.

Outreach serves families with preschoolers who are homeless and living in shelters or who are isolated and lack support. The Outreach program also partners with the Tulalip Tribes and provides consultation services to childcare providers serving families in transitional housing.

At ChildStrive our workplace is a direct reflection of our work with the families we serve.

We ask our families about their hopes and dreams and we recognize that the hope of dreams of our staff extend beyond their work life.

We build family capacity through strength based coaching, reflection, and information sharing. Whether you are a seasoned professional or a recent graduate, we systematically support our staff to reach their full potential. You'll work alongside talented professionals and have built-in opportunities for continuing education, reflective supervision, pursuing your passions and sharing your knowledge.

We collaborate with families and our community partners in meaningful, effective ways; relationships are at the core of our work. You'll find a trusted "home" on your transdisciplinary work team and experience the results of deep, authentic collaboration across the agency.

We continually adapt and improve to best meet our families' needs, and maintain accountability in the process. Whether working with a challenging family, or improving agency wide effectiveness, you'll roll up your sleeves to solve problems and have the freedom to implement solutions. Our "leader to leader" philosophy means that every employee takes responsibility for ChildStrive's success and how we accomplish our mission.

ChildStrive participates in the E-Verify program and is an equal opportunity employer
EEOC/AA - All qualified applicants will receive consideration without regard to race, color, sex, sexual orientation, religion or natural origin, creed, marital status, age, Vietnam era or other veterans' status, or mental or physical handicap.

Learn more by visiting www.childstrive.org