



Care Coordinator
1 FTE – Recovery Focus
Mount Vernon (Skagit County) Office
Job Announcement

Preference given to
applications received by:

Open until filled

REPORTS TO: Care Management Supervisor

TEN-STEP HOURLY RANGE: \$25.90 - \$33.79, DOQ

JOB SUMMARY: The Northwest Regional Council funds and/or provides community-based programs to help elders, people with disabilities, and people living with behavioral health disorders live in their own homes and communities for as long as possible, postponing or eliminating the need for institutional care. The **Care Coordinator** provides both intensive care coordination and comprehensive case management utilizing health screening/assessment tools, health education, and evidence-based practices to help clients establish health action plans. The Care Coordinator position with a Recovery Focus assists individuals in all stages of recovery from Substance Use Disorders (SUD) and Serious Mental Illness (SMI.)

ESSENTIAL JOB FUNCTIONS include but are not limited to:

1. Administers self-management readiness assessments, and various health screens with emphasis on chemical dependency recovery;
2. Assists client in developing a safe, appropriate and client-centered Health Action Plan that documents strategies and measurable objectives to meet health and recovery goals;
3. Administers clinical and functional tools to include depression, pain, and/or alcohol and substance abuse screenings, as well as functional impairment assessments;
4. Conducts in-person visits and accompanies clients to health and recovery provider appointments as needed, to ensure continuity of care and coordination;
5. Provides health education and coaching to assist the client in increasing self-management skills, and improve their engagement with health and service providers;
6. Fosters communication between providers (i.e., primary care, counselors, SUD treatment, medical specialists, etc.) and provider networks (i.e., those authorizing behavioral and long term supports and services);
7. Facilitates and encourages client's use of peer supports and/or participation in appropriate support groups and self-care programs in order to increase the client's knowledge of their health care conditions and to improve adherence to paths of recovery and prescribed treatments;
8. Provides supportive functions for the client, including client advocacy, assistance, consultation, family support, and crisis intervention;
9. Works collaboratively with multi-disciplinary team, including counselors, nurses, case managers, Health Home Care coordinators, and case aides;
10. Documents in electronic health record; may be required to document in secondary data platforms as well;
11. Develops and maintains complete, concise case files in compliance with policy;
12. Develops and maintains linkages with community agencies and organizations that could give support to the program and clients;

QUALIFICATIONS:

Knowledge, Skills and Abilities:

- Demonstrated ability to assess client health and functional status, understand and develop appropriate recovery plans and make clear and concise recommendations;
- Demonstrated advocacy skills and sensitivity to the needs and values of diverse groups;
- Ability to work independently, with good judgment and a minimum of supervision;
- Ability to establish and maintain effective working relationships with coworkers, community agencies, and the general public using courtesy, tact, and good judgment,
- Ability to defuse difficult situations; recognize the need for sensitivity as well as assertiveness,

Education/Experience:

- Master's Degree in Behavioral or Health Sciences or related field **and** 1 year of experience providing direct human services to clients, preferably in a community setting required **OR**
- Bachelor's Degree in an equivalent field (includes Registered Nurses) **and** at least 2 years of experience providing direct human services to clients, preferably in a community setting **OR**
- An equivalent combination of education and experience that provides the skills, knowledge and ability to perform the work.

Licenses/Certificates:

- Must have a valid Washington State driver's license, a vehicle available for work-related travel, and appropriate liability insurance.
- Substance Use Disorder Professional credentialing a plus.

WORKING CONDITIONS\PHYSICAL REQUIREMENTS:

Work is performed approximately 30-40% in an office environment and 60-70% in field client visits. Potential exposure to repetitive stresses due to prolonged use of computers. Sufficient mobility is required for the use of office equipment such as computer laptops, telephones, files and copiers as well as for performing in-home assessments of clients which may have limited accessibility. The ability to hear and communicate at a level sufficient to perform the essential functions of the position is required. Ability to lift and maneuver a maximum of 30 pounds.

BENEFITS: NWRC offers employer paid medical/dental/vision for the employee and their dependents with the employee choosing from multiple medical and dental plan options. Other employer paid benefits include Life and Long-term Disability insurance with options for buy-up; participation in the Public Employees Retirement System (PERS) with employer & employee contributions, voluntary Flex Plans for health and/or child/elder care, an Employee Assistance Program (EAP) for the employee and dependents and various voluntary deferred compensation programs. Full time employees accrue paid sick and vacation leave, each at 8 hours per month, as well as 11 paid holidays per year. Alternative Work Schedule may be available after successfully passing 6-month Trial Service Period.

TO APPLY: Application materials may be obtained directly at <http://www.nwrcwa.org/employment/>, by emailing Careers@NWRCWA.org, or contacting the Bellingham Office @ 360-676-6749. All application materials, including a cover letter and resume, must be fully completed and returned to the Bellingham office by email, postal mail or placing in our outdoor drop box.

SELECTION PROCESS: After reviewing the applications, the NWRC will contact the most qualified candidates to participate in a selection process consisting of job-related selection exercises. NWRC will make reasonable accommodation upon request for those individuals with disabilities.

Northwest Regional Council
An Equal Opportunity Employer



EMPLOYMENT APPLICATION

600 Lakeway Drive
 Suite 100
 Bellingham, WA 98225
 (360) 676-6749

POSITION APPLIED FOR

Please complete this application by typing or clearly printing. Fully and accurately complete all application questions, even if submitting your resume. This application will be evaluated to determine which applicants will continue in the selection process. Use additional sheets if more space is needed.

Name (Last)	(First)	(M.I.)
Address (Street)	(City)	(State) (Zip)
Phone (Day)	(Evening)	(Email Address)

Do you have the legal right to work in the U.S.? Yes No
Note: All employment offers are contingent upon proof of eligibility to work in the U.S.

Are you related to any current employee of NWRC? Yes No

Have you ever been dismissed, discharged, fired, or asked to resign from a position?
 If yes, please explain. Yes No

I learned about this job through: Worksource Craigslist Idealist Indeed NWRC Website
 Other Source: _____

Education			
Type of School	School & Location	Years Completed	Degree/Certificate
High School		9th 10th 11th 12th GED Select one	
College or University Studies		1 2 3 4 Select one	
Graduate School		1 2 3 4 Select one	
Business or Tech. School		1 2 3 4 Select one	
Other Relevant Training or Courses		1 2 3 4 Select one	

License/Registration/Certificate

Description	State	Number	Expiration

Work History

List experience which relates to the qualification as required on the Job Announcement. **Begin with your most recent experience.** List all jobs separately and identify gaps in employment. **A résumé will not substitute for the information required in this section.** Résumés may be attached, but do not write "See Résumé" in lieu of completing the application.

FROM:	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO:	PRIMARY DUTIES:	
HOURS / WEEK:		
SUPERVISOR:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		ADDRESS:
	PHONE:	

FROM:	TITLE:	EMPLOYER:
TO:	PRIMARY DUTIES:	ADDRESS:
HOURS / WEEK:		
SUPERVISOR:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		PHONE:

FROM:	TITLE:	EMPLOYER:
TO:	PRIMARY DUTIES:	ADDRESS:
HOURS / WEEK:		
SUPERVISOR:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		PHONE:

FROM:	TITLE:	EMPLOYER:
TO:	PRIMARY DUTIES:	
HOURS / WEEK:		ADDRESS:
SUPERVISOR:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		PHONE:

FROM:	TITLE:	EMPLOYER:
TO:	PRIMARY DUTIES:	
HOURS / WEEK:		ADDRESS:
SUPERVISOR:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		PHONE:

FROM:	TITLE:	EMPLOYER:
TO:	PRIMARY DUTIES:	
HOURS / WEEK:		ADDRESS:
SUPERVISOR:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		PHONE:

ADDITIONAL EXPERIENCE (volunteer, internship, etc.): _____

I certify that the information herein is true and complete. I understand that providing false information on my application or during the hiring process will be grounds for elimination from further consideration or, if employed, for dismissal at any time.

I understand that the NWRC will be conducting a background investigation which includes a criminal background check and employment-related references. Providing authorization and complete information is a requirement during the selection process.

SIGNATURE: _____
(SIGNATURE REQUIRED FOR APPLICATION TO BE COMPLETE)

DATE: _____

Criminal Background Check Authorization

Employees of the NWRC may have access to confidential and sensitive information related to vulnerable adults and children and/or may have unsupervised access to a vulnerable adult as defined in chapter 74.34 RCW or a vulnerable person as defined in RCW 9.96A.060. For this reason, all prospective employees must agree to authorize the NWRC to conduct a criminal background check. At some point in the final steps of the selection process, you will be requested to sign a form that authorizes the NWRC to conduct a Washington State Patrol criminal background check.

I understand and agree to the NWRC conducting a WSP criminal background check in the final steps of the selection process. Additionally, I acknowledge and authorize my background to be checked on an intermittent basis to verify my eligibility for continued employment.

Applicant Signature

Date

Print Name



Employment References Release and Waiver of Liability

Please read carefully before signing

I hereby authorize the NWRC to solicit and receive information from my past employers and other references.

I authorize both my present and all former employers to release information contained in my personnel files and other related information regarding performance or employment. I willingly, knowingly, and voluntarily agree to hold harmless and agree to waive any and all legal claims against the NWRC for such inquiries and each employer, its officers, agents, directors, or representatives who provide employment information to the NWRC.

SIGNATURE: _____

DATE: _____

The NWRC utilizes an electronic Employment Reference process. Please provide the following contact information.

SUPERVISOR CONTACT INFORMATION (starting with current employer)			
Name	Place of Employment	Email Address	Phone
1.			
2.			
3.			

COWORKER CONTACT INFORMATION			
Name	Place of Employment	Email Address	Phone
1.			
2.			
3.			

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next page for Applicant Data Record.

Applicant Data Record

NWRC is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected under federal, state or local law.

The NWRC is subject to certain governmental record-keeping and reporting requirements for the administration of civil rights and regulations. In order to comply with these laws, the employer invites applicants to voluntarily self-identify their race/ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

This Applicant Data Record will be removed from your employment application materials and will not be considered when reviewing and evaluating your qualifications.

Full Name:	Date:
Position Applied For:	
Please identify where you learned about this employment opportunity:	
<input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Employee Referral <input type="checkbox"/> Walk-In	<input type="checkbox"/> Employment Agency <input type="checkbox"/> School: _____ <input type="checkbox"/> Other (please identify): _____
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Race/Ethnicity:	
<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Two or more races	
<input type="checkbox"/> Individual with Disability Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). For purposes of this definition, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of the disability(s).	