



Confederated Tribes of the Colville Reservation

Human Resources Office

P.O.Box 150

Nespelem, WA 99155

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(509) 634-2843

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www.colvilletribes.com

POSITION: On-Call House Coordinator

SALARY: \$11.14 hourly, less 5% during probation
\$11.39 Shift differential

REPORTS TO: Family Preservation Specialist MHP Supervisor

LOCATION: Serenity House, Inchelium, Washington

BASIC FUNCTIONS: The incumbent of this position, under supervision, will monitor, instruct, assess, and supervise clients, intervene, and track by creating and maintaining current confidential files for each client served. These documents would include, but not be limited to, intake, referral, summary of initial assessment, independent living plans developed with the client, and case notes that reflect client contacts, activities, accomplishments, and progress. The incumbent will also provide Independent Living Skills training so clients will have adequate skills to become fully functioning members of the community. This will include educational planning, job readiness, income maintenance, vocational attainment, housing skills, daily living skills, i.e., cooking, cleaning, shopping, budget, and interpersonal development. The House Coordinator will review these goals regularly and update with new goals. Manage, operate, and maintain workflow functions of the house, which will include keeping daily log, answer phone, turning in time and attendance timely, light building maintenance, and monitor client in their behavior. Under supervision, provide Parenting Skills training to the clients throughout their pregnancy and after the baby is born; in addition, incorporate cultural and additional teachings. Document in a log all emergency food and supplies with a sign in and sign out sheet as is reimbursed by the client. Insure there is order and security within the residential program and enforce the program policies and procedures. Under supervision, assist the Mental Health Professional and the Chemical Dependency Counselor in carrying out the client's treatment plan. Provide advocacy counseling to individuals and families that may be experiencing any difficulty of the well being of the family such as domestic violence, sexual abuse, etc. If designated in your specific job description, transport clients and possibly their children to run errands, shop, and attend approved activities. Must be able to communicate in a professional way to various communities, agencies and write reports efficiently with respect to the clients and families. Must make immediate judgments for appropriate assessment and referral for any detox symptoms or behaviors.

MINIMUM QUALIFICATIONS:

- Associate of Arts degree with an emphasis towards early childhood, psychology, or social work; **AND** twenty-four (24) months experience (working with children and families preferred); **OR**
- Forty eight (48) months experience in early childhood and/or working closely with children and their families within an educational system.
- Previous work experience demonstrating STRICT confidentiality.
- This position is a required mandated reporter on child abuse.
- Must possess and maintain a Washington State Driver's License, and be eligible for the Tribe's vehicle insurance.
- Demonstrated completion of training in Parenting Skills (minimum of 10 hours).
- State law requires that all Children and Family Service employees pass a Criminal History Background check.
- Applicants must submit a copy of transcripts and diploma of Associate of Arts degree.
- Must be able to maintain CPR and First Aid.
- Must have four hours HIV/AIDS training.
- Current TB test or x-ray is required.
- Must be able to obtain a food handlers card.
- Must declare no misuse of alcohol or drugs for 3 years prior to this application and maintain this status throughout employment.
- Must not have been a client of CFS within the last three years and maintain throughout employment.

Skills, Knowledge, and Abilities:

- Demonstrated ability to accomplish assignments with minimum supervision.

Skills, Knowledge, and Abilities: continued

- Demonstrated ability to speak in public and present to various audiences effectively.
- Demonstrated knowledge of reservation lifestyle as related child development/rearing practices, family dynamics, and community social issues.
- Ability to establish and maintain effective and professional working relations with co-workers, parents, families, communities, supporting resources, schools, court, and other local agencies and handle conflicts, complaints, or problems professionally.
- Knowledge of computers and software, office equipment, and general office procedures, and file documentation and maintenance.
- Ability to multi-task and be highly organized to complete administrative and monitoring functions of the house and clients.
- Knowledge about working and caring for babies who are medical fragile and children who are developmental delayed.
- Ability to drive in adverse weather conditions in order to provide transportation for client and their children.
- Demonstrated experience responding to suicide or other health & safety concerns that may be encountered in the facility.
- Demonstrated experience monitoring residents, providing intervention, charting, and logging.
- Demonstrated ability to work with high-risk babies.

Note: This position has been identified as a “Safety Sensitive” position. Pursuant to CCT policies, this position is subject to pre-employment, post-accident, and random drug testing.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

CLOSING DATE: Open Continuously

INFORMATION: Confederated Tribes of the Colville Reservation
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