



## Child Development Center Team Lead

**The Native American Rehabilitation Association (NARA)** is private non-profit that provides culturally appropriate physical and mental health services and substance abuse treatment for American Indians, Alaska Natives and other vulnerable people. NARA values its employees and their connection with our mission to provide education, physical and mental health services; it is the quality and dedication of our employees that makes us great. There is no greater commitment we can make as an organization than to support employee growth by giving the necessary resources to grow professionally as well as personally. NARA's success as an agency depends upon the success of its people.

The **Child Development Center Team Lead**, under the direct supervision of the Child Development Center Manager, is responsible for coordinating all information and referral regarding children admitted with their parent(s) to the Residential and Outpatients Treatment Program and provides case management, facilitating integrated and cohesive services from the primary counselor, treatment team, and CDC staff, and collects demographic data for grant compliance and tracking. Team Lead trains and insures duties of childcare staff.

### **Essential Duties:**

- Complete intake paperwork with new parents to enroll children in the CDC. Add enrolled children to EMR system.
- Coordinate with OHP team to verify that children have current health insurance.
- Use ALERTS online database system to verify children's immunizations. Track and monitor all children to make sure immunizations stay up-to-date.
- Enroll eligible families in JOBS childcare. Communicate with DHS self-sufficiency workers and the Direct Pay Unit as needed to ensure receipt of monthly billing vouchers. Complete monthly JOBS childcare billing and send out for payment.
- Complete monthly reports (for the OP CDC, OP JOBS childcare billing, and the OP portion of the board report).
- Attend weekly OP staff meeting. Communicate with clinical staff about any issues in the CDC.
- Complete ASQ screenings with parents and make referrals to Early Intervention as needed.
- Coordinate with Dental Team for monthly outreach visits.
- Coordinate with Multnomah County Library for monthly outreach visits (pre-COVID).
- Train new staff on OP CDC policies and procedures.
- Team Lead trains and insures the following tasks are delegated and completed by team:
  - Attend pre-intake meeting with Intake Coordinator to schedule client date of entry.
  - Contact referent before admission to establish and receive information on custodial involvement of tribe or state: medical; and developmental ASQ, and mental history.
  - Complete intake tracking within first 24 hours after entry, contact referent, validate children's status and complete within first 48 hours of entry.
  - Schedule treatment plan meeting, with primary counselor / teacher and self within seven days.
  - Facilitate appropriate interdepartmental referrals and correspondence.
  - Compile and provide data and demographics for grant compliance and tracking.
  - Complete 30-60 day progress reports on each child and monthly reports for Child Development Center
  - Meet with parent, teacher and counselor for discharge planning two weeks prior to discharge
  - Complete discharge summary within 24 hours of client completion.
  - Maintain CDC roster and CDC 1:1 schedule, CDC attendances, daily count, and child and parent information.
  - Provide coverage in the class room when teacher is absent.

### **Qualifications:**

- Two years Early Child Development or equivalent combination of experience, education and/or training.
- Experience working with Residential and Outpatient clientele.
- Valid driver's license and reliable transportation required.
- Proficiency in use of computer hardware and software such as Microsoft Office and spreadsheets.
- Ability to maintain professional boundaries with clients, the community, and other staff members.
- Work collaboratively with clients, other NARA staff, team members and to treat everyone with respect and dignity.

### **TO APPLY:**

Email your cover letter, resume, & salary requirements to [jobs@naranorthwest.org](mailto:jobs@naranorthwest.org).

NARA requires a minimum of two years sobriety/clean time if in recovery and all potential hires are required to pass a pre-employment (post-offer) drug screen and criminal background check.

Our agency is fully committed to supporting sobriety and as such it is a requirement that all new hires agree to model non-drinking, no-illicit drug use or prescription drug abuse behavior.

EEO/AA Employer/Vets/Disabled/Race/Ethnicity/Gender/Age. Within scope of Indian Preference, all candidates receive equal consideration. Preference in hiring is given to qualified Native Americans in accordance w/the Indian Preference Act (Title 25, US Code, Section 472 &473).

We are mission driven and spirit led! Check out our website: [www.naranorthwest.org](http://www.naranorthwest.org).