



Behavioral Health Coordinator

Key Information

Reports To: Behavioral Health Senior Manager
Location: Kent, WA (may be assigned to other VMP locations as needed)
Supervises: None
Hiring Range: \$26 - \$33 | Hourly
Full Pay Range: \$26 - \$35 | Hourly
Job Classification: FT, Non-Exempt

About Vine Maple Place (VMP)

VMP, established in 2000 as a 501c3 nonprofit working with single parents and their children to break the generational cycle of homelessness. Serving families who are homeless or facing eviction, our commitment is to end homelessness in South King County. Over the past 12 years, our signature Stable Families program has grown, serving from 68 parents and children to over 5,700 individuals annually. Our programs focus on preventing homelessness or assisting families off the streets to become safe, stable, and equipped with new skills to permanently leave homelessness. Families achieve great success, becoming safe, stable, and self-sufficient; 94% are stably housed upon exiting the program, with 92% maintaining their housing a year later. Our evidence-based, client-centered services are delivered at two Family Hope Centers. As a community and faith-based organization, we rely on the thousands of volunteer hours and donations that make our work possible. Due to the homelessness crisis in King County, VMP is expanding to serve more families in need.

Job Summary

The Behavioral Health Coordinator works with single-parent families who are homeless or at risk of becoming homeless and who have experienced toxic stress, domestic violence, abuse and/or neglect. The Coordinator screens clients for behavioral health needs, connects them to counseling and community resources, follows up on referrals, and keeps accurate records in VMP's data systems. This role is a foundational part of the success of single-parent families reaching their goal of self-sufficiency and stable housing while in the program.

Responsibilities

- Conduct initial screenings with clients to determine service needs and eligibility.
- Reach out to clients directly to increase engagement in classes, groups and counseling for adults, children and families.
- Connect clients to internal and external resources through warm hand-offs, and track referrals and follow up to confirm appointments and reduce barriers to care.
- Maintain detailed, accurate client records, including contacts and communications, in the Electronic Health Record (EHR) and other VMP data systems.
- Protect client confidentiality in compliance with HIPAA.
- Support clients who need chemical dependency services: explain and follow VMP protocols for positive urinalysis (UA) results, refer clients to appropriate providers, and follow up with clients and providers on treatment compliance.
- Partner with the VMP team to identify client mental health needs, and assist with care through referral and advocacy.

- Represent the department at client launches, and support counselors with set-up for classes and groups.
- Attend weekly staff meetings and trainings on trauma-informed care, stewardship, motivational interviewing and conscious discipline, and apply these skills in daily work with families.
- Communicate any perceived risks or discrepancies with VMP clients to the Behavioral Health Senior Manager.
- Act as a mandated reporter on all incidents of abuse, neglect and safety.

Qualifications

Minimum Qualifications

- Have a personal relationship with Jesus Christ and agree to the VMP Statement of Faith.
- Be passionate about helping families overcome the trauma of homelessness.
- Work effectively with a diverse team; demonstrating cultural awareness and sensitivity to the needs of clients, staff and volunteers from varied cultural and economic backgrounds.
- HIPAA certification, or willingness to complete HIPAA training upon hire.
- Strong communication skills and empathy.
- Ability to address higher needs of clients in crisis.
- Ability to read, write, speak and understand English fluently.
- Willing to work evening and occasional weekend hours.
- Ability to work with or learn Microsoft Office (Word, Excel, Outlook) and general computer skills.

Preferred Qualifications

- Experience working with diverse, low income, homeless and/or vulnerable adults and children.
- Experience in a healthcare setting, case management, or working with specialized populations.
- Knowledge of local community resources.
- Experience with an EHR or other client data systems.

Required Credentials

- Must pass and maintain an acceptable background check.
- Bachelor's degree in behavioral sciences or a related field.

Why You'll Love Working Here:

- Competitive compensation
- Generous paid time off, including vacation and sick leave
- Medical, dental, and vision insurance for eligible full-time employees
- 401(k), with match
- Meaningful mission
- Collaborative culture

The above is intended to describe the general content of, and the requirements for, satisfactory performance in this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements of this position. Other duties may be assigned.

Send all Inquiries, Resumes and Cover Letters to: info@vinemapleplace.org