



	JOB TITLE:	Critical Time Intervention Program Coordinator	DEPARTMENT/GROUP:	Clinical/ Administrative
	POSTING NUMBER:	CS2017-002	POSITION TYPE:	Full-time
	LOCATION:	Albuquerque, NM	POSTING END DATE:	8/25/2017
	LEVEL/SALARY RANGE:	Depending on experience	REPORTS TO:	Executive Director and Business Operations Manager
JOB DESCRIPTION:				
ROLE AND RESPONSIBILITIES	<p>Centro Sávila is seeking for a Critical Time Intervention (CTI) Program Coordinator to undertake a variety of administrative and program management tasks. The Program Coordinator will help with the planning and organizing the CTI program activities as well as carry out important operational duties. The ideal candidates should have a passion for helping others, especially adjudicated youth. CTI Program Coordinator should also be bilingual (Spanish-English) and familiar with local resources and services available in Bernalillo County. This is a full-time position, and requires to have a very flexible schedule that includes doing part of their duties on Saturdays or Sundays or evenings when needed.</p> <ul style="list-style-type: none"> • Works in conjunction with the CTI Clinician and CTI Specialists and is committed to teamwork and a cohesive team. • Oversees Centro Sávila’s Critical Time Intervention Specialist team that work directly with adjudicated youth participating in an alternative sentencing to incarceration program expanding the array of services available to program participants who have experienced Adverse Childhood Experiences (ACEs) and ensures that program objectives are being met including; Universal screening for ACEs; Universal screening for Pathways to a Healthy Bernalillo County Program. • Ensures adherence to the goals of that time-limited CTI Intervention components of strengthening participants’ long-term ties to services, family and friends and providing emotional and practical support during the transition. • Assist with the coordination of weekly case staffings and trainings for the CTI team on Critical Time Intervention, Trauma Informed Care, Adverse Childhood Experiences, Community Health Work, Motivational Interviewing, Social Determinants of Health and systems navigation. • Supports planning and coordination of a program and its activities • Ensures implementation of policies and practices • Schedules and organizes meetings/events to promote CTI program • Ensures timely and accurate reporting for CTI program in the Electronic Medical Record, Time and Effort logs and other program charts as required by Centro Sávila. • Ensures CTI Team documentation of systemic barriers that program participants face and participates in monthly Bernalillo County meetings for the ACEs program. • Prepares monthly reporting and invoicing. • Participates in professional development and clinical trainings for staff and students. • Promotes excellent customer service systems, positive outcomes and participates in service evaluation. • Other duties as required. 			
QUALIFICATIONS AND REQUIREMENTS	<ul style="list-style-type: none"> • Minimum of 5 years community health work, social work, case management, or equivalent service. • Experience in program administration and development. • Comfort working with youth and their families and ability to build trusting relationships. • Understanding of social determinants of health and case management integration in behavioral health services. • Excellent time management skills and ability to multi-task and prioritize work. • Attention to detail and problem solving skills. • Excellent written and verbal communication skills. • Strong organizational and planning skills. • Bilingual- Spanish-English 			
COVER LETTER AND RESUME	<ul style="list-style-type: none"> • Submit cover letter and resume to Guiovanna Aguirre at guiovanna@centrosavila.org 			