



Child and Family Advocate / Evaluation Coordinator SAMHSA NCTSN Project

Agency Overview:

The Kellin Foundation is a nonprofit (501c3) organization that supports children, individuals, families, and communities to achieve safety and wellness. We provide personalized and comprehensive community-based programming. Our goals are to assist individuals and communities with safety, restore hope, facilitate healing, and achieve holistic wellness. We believe that mental, physical, social, and spiritual well-being all contribute to the ability of individuals to reach their full potential, and thus, we use an integrated approach to our programming. A core principle to us is authentic partnership. We believe in co-creating authentic partnerships that allow for people, professionals, and communities to work together to achieve their goals. This is the backbone of our motto of *making a difference together!* www.kellinfoundation.org

Position Overview:

This person will be serve as the Victim Advocate (half time) and Evaluation Coordinator (half time) as part of the SAMHSA Funded Kellin Trauma Recovery Center. This project is part of the national NCTSN network and is as a community-based recovery center grantee. This is a full-time position focused on children and families who have experienced a traumatic event or are at-risk of trauma exposure.

Duties and Responsibilities

Direct Service

- Provide victim advocacy services, including case management and navigation, for families served through the program.
- Assist with community outreach, education, and planning
- Ensure compliance with all agency policies and procedures for client care such as timely documentation, periodic chart monitoring/audits, recruitment strategies, and coordination of care.

Evaluation

- Serve as the evaluation coordinator for the project
- Develop a tracking system for data collection, including assisting project staff with identifying when data need to be collected
- Work with the Project Director to train all project staff on required data tracking elements
- Assist with data collection as needed
- Develop brief reports (at least monthly) that examine referral rates, recruitment, and project impact
- Enter all project data in a timely fashion into the required SAMHSA databases (SPARS database)
- Participate in data management meetings with key project staff at the national level
- Work regularly with the project director to examine data tracking needs
- Assist the Project Director with grant reporting requirements

General Program Activities

- Attend and actively participate in weekly or bi-weekly supervision and case consultation with the Clinical Team Leader
- Participate as an active member of strategic planning committees for the NCTSN project components, including the development and planning of the training academy and public awareness campaigns.
- Assist with training events (i.e., training registrations, check-in, etc)
- Assist with program activities as assigned

Other

- Attend all program and agency meetings as assigned
- Actively participate in agency events, trainings, and outreach, representing the agency consistent with the passion and mission of the organization

Qualifications

- Passion for the Kellin Foundation’s mission and ability to articulate its philosophy, values, practices to internal and external stakeholders
- Demonstrated interest in nonprofit work in the area of behavioral health
- Bachelor’s Degree in a Human Services Field
- Experience working with children and families, particularly those who have experienced trauma, with victim advocacy and/or case management experience a plus
- Experience with database management and data collection for grant-funded programs, with experience working with SAMHSA grants a plus
- General data analytic skills (i.e., descriptive and frequencies)
- Excellent verbal and written communication skills, particularly in the area of creating brief data reports
- Team player with a “can do” attitude
- Demonstrated ability to work within an interdisciplinary team
- Ability to adjust to the diverse needs of clients and staff
- Proficiency in Microsoft Office package
- Strong ability to multi-task on multi-component projects
- Strong organization skills and attention to detail
- Must be dependable and accountable
- Other duties as assigned

Supervisory: This position is supervised by the Clinical Team Lead and the Project Director.

Position Structure: 40 hours per week

Travel: Local travel for project team meetings (reimbursed if outside of Greensboro) and some services may be provided offsite

Salary: Salary commensurate upon experience.

Application Procedures:

Interested contractual applicants must submit (1) Application, (2) Letter of interest, (3) Complete resume, including references with contact information. Applications can be mailed or emailed (either is acceptable) to:

(By Mail):

(By Email):

Kellin Foundation
2110 Golden Gate Drive, Suite B
Greensboro, NC 27405

kellinfoundation@gmail.com