

Student Assistance Program Liaison: The Center for Humanistic Change, Inc. seeks a full-time, staff for our Student Assistance Program. Staff are responsible for building community and school-based relationships, and assisting school personnel in identifying issues including alcohol, tobacco, other drugs, and mental health issues which pose a barrier to a student's success in order that students may achieve, remain in school, and advance. Ideal candidates need to demonstrate the ability to work independently and with a team, manage deadlines for paperwork and electronic data entry, relate well to youth and adults to be successful in this position. Excellent judgment, attention to detail, outstanding written and verbal communication skills, strong presentation and facilitation skills, and proficiency in MS Office are required for this position. Juggling deadlines, thinking outside the box, adapting to new situations, remaining current with new trends in prevention and technology, and the ability and willingness to learn new skills are essential to success in this position.

In addition to availability during normal business and school hours, applicants must be available to assist with occasional weekend and evening programs. All applicants must have reliable transportation and the ability to do light lifting to transport files and other materials as necessary to/from the office and school. This position is expected to be a 10-month salaried, exempt position.

It is preferred that applicants have a Master's Degree in education, psychology, counseling, social work, or a closely related human services field and, have relevant work experience or equivalent formal training. However, a Bachelor's Degree with related experience may be substituted for a Master's Degree.

CHC is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on the basis of actual or perceived race, color, citizenship status, national origin ancestry gender identity or expression, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation or any other factor protected by law. CHC complies with the law regarding reasonable accommodation for handicapped and disabled employees.

APPLICATION PROCESS

Please email **resume and cover letter** to app@thechc.org. (Applications without cover letters will not be considered.) If your skills and experience are a good match for this position, you will be invited to interview with the Program Team. The interview process will require a 5-7 minute facilitation of a hands-on activity on a relevant life skill topic during a group interview session, followed by an individual interview. Additional information such as a writing sample or data entry sample may be required during the interview. Applications will be continue to be accepted on rolling basis until all openings are filled. ***Please indicate the position(s) for which you are applying in the email subject area.***

For more information about Center for Humanistic Change and other positions, please visit www.thechc.org.