



Intake Coordinator

Join our dynamic, multidisciplinary team providing evidence-based support for children birth through 12 years with prenatal substance exposure and their families at our brand new, cutting-edge clinic!

Although not required, our ideal candidate would meet one or more of the following criteria:

- Experience working in the chemical dependency and/or prenatal substance exposure field
- Personal experience that relates to prenatal substance exposure
- A passion for supporting families raising children with prenatal substance exposure
- Bilingual (Spanish/English preferred)

Office location: Bothell, Washington (Canyon Park area)

Hours: Full-time

To apply: Submit cover letter and resume to mstiller@wonderlandkids.org

Chief responsibilities:

- Responding to intake calls and referrals
- Providing overview of Hope RISING Clinic services for referrals and inquiries
- Collecting intake information and child/family history over the phone and in-person
- Following up with referral sources and medical providers to gather more information and request records
- Providing ongoing family support, as needed
- Scheduling clinical therapy appointments
- Scheduling FASD assessment/diagnostic clinic appointments
- Requesting reports or medical information from outside providers as needed
- Requesting interpreters as needed
- Providing support for team as needed
- Demonstrating a caring, nonjudgmental, equity-minded approach to working with every family

Skills and Qualifications:

- Minimum one year of direct service experience with children and families preferred.
- Ability to establish and maintain effective working relationships throughout the agency and community.
- Commitment to building and strengthening equity practices.
- BA preferred, but not required.
- Current criminal background check maintained for all employees.
- Strong organizational skills.
- Demonstrated excellent written and verbal skills.
- Wonderland employees are mandated reporters of any suspected abuse or neglect of a child to DCYF and law enforcement.

About Us

Wonderland was founded almost 50 years ago by a group of dedicated parents and the Choshi Junior Women's Club to help just three children with developmental disabilities. We currently serve approximately 250 children ages birth to three with special needs and their families per month in north King and south Snohomish counties. We are now expanding to serve children through age 12 and implementing a one-of-kind model of service delivery for children with prenatal exposure and their families.

www.wonderlandkids.org.

Wonderland is an Equal Opportunity Employer.