



Full-Time FASD Evaluation Coordinator & Administrative Assistant Hope RISING Clinic for Prenatal Substance Exposure

Join our growing clinic! Be part of a dynamic, multidisciplinary team providing evaluation and evidence-based therapeutic support for children birth through 12 years with prenatal substance exposure and their families. Our model, developed in consultation with the University of Washington's FASD clinic, provides cutting-edge services and is the first of its kind in the nation. **Extensive training and support provided.**

Chief Responsibilities

This position is a combined role responsible for the overall coordination of the FASD diagnostic evaluations and the administrative duties that keep the clinic operating efficiently on a daily basis. These include, but are not limited to:

- Responding to intake calls for FASD Diagnostic Evaluation referrals
- Providing overview of Hope RISING Clinic services for referrals and inquiries
- Serving as the primary contact for families referred to FASD diagnostic evaluations
- Scheduling FASD diagnostic evaluation appointments
- Collecting additional medical 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
- Organizing client files and records, gather previous testing information and growth records
- Take measurements and analyze facial features utilizing specialized software
- Establish and maintain client files
- Preparation and mailing of client packets and other written communications
- Check and reorder testing materials
- Fax, e-mail, scan, file, shred, sort, etc. documents as needed
- Keep clinic rooms clean and orderly, restocking and assisting with set up for therapy and groups as needed
- Track supply needs of the team and submit order requests
- Responsible for archiving and organizing older client files
- Follow up on and provide information requested by partner agencies, pediatricians, etc.
- Entering demographic and outcome data
- Providing ongoing family support, as needed
- Requesting reports or medical information from outside providers as needed
- Requesting interpreters as needed
- Providing support for team as needed and other duties as assigned
- Demonstrating a caring, nonjudgmental, equity-minded approach to working with every family

Qualifications and Requirements

- Interest in and passion for working with children with FASD and prenatal substance exposure!
- At least one year of administrative and/or office experience.
- Reliability and dependability in performance of job tasks.
- Strong organizational skills.
- Ability to plan activities, problem solve, take appropriate initiative, and to follow through on commitments.
- Actively promote professionalism, cooperation, and goodwill when interacting with co-workers, parents, board, and the public.
- Able to communicate with families via telehealth (training provided) and in clinic setting.
- Maintain calm and positive attitude in stressful situations.
- Ability to use written and verbal communication skills effectively.
- Current criminal background check maintained for all employees.
- Commitment to building and strengthening equity practices.
- Bilingual preferred.

About Wonderland Child & Family Services

Wonderland Child & Family Services is a multi-program agency serving children from birth through age 12 with developmental delays, disabilities, and prenatal substance exposure. Founded 50 years ago, Wonderland's mission is to provide a strong and equitable foundation for children and their families with diverse needs and abilities to flourish through therapy, education, advocacy, and resources. We reach hundreds of families every month through Early Childhood Programs & Services and Hope RISING Clinic for Prenatal Substance Exposure. Our direct-service providers are uniquely trained to provide trauma- and FASD-informed care.

Benefits Include:

- Competitive wages (DOE)
- Health, Vision & Dental Insurance
- PTO and generous paid holidays (including the last week of the year from December 25th through January 1st)
- Flexible Schedules
- 401(k) retirement plan
- Life and AD&D Insurance
- Health Care and Dependent Care Flexible Spending Accounts
- Training and Continuing Education
- Mileage Reimbursement

*Note: Benefits available to each employee dependent on FTE.

Office location: Bothell, Washington (Canyon Park area), some remote work available

Hours: 40 hours per week

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

Wonderland is an equal opportunity employer.