



[www.new-traditions.org](http://www.new-traditions.org)

## Childcare Supervisor/PPW Case Manager

New Family Traditions serves women and their families who are seeking recovery from substance use disorder in the Southwest Seattle area since 2008.

**WHAT WE DO:** New Family Traditions provides a comprehensive family-centered women's outpatient treatment program to serve the unique needs of families in King County. Our program focuses on specialized multi-disciplinary service to low-income adult women and their families through PPW (Pregnant and Parenting Women) contract with King County.

New Traditions believes that effective support services for the family as a unit is a key to success for women in early recovery. As part of the program, we offer free on-site childcare (Monday-Friday 9am-4pm) to child (4 weeks ~) while the parents receive services at New Traditions. In addition, eligible pregnant and parenting women receive enhanced case management services to manage their busy life.

New Family Traditions support Black Lives Matter movement and is committed to creating a safe and inclusive community by holding ourselves accountable to racial equity work and to apply a social justice lens to all services; all employees are expected to continuously examine and reflect upon our own bias (explicit & implicit) through formal trainings, supervision, and feedback among colleagues. Women of color, parents re-entering to workforce, multilingual/multicultural, and candidates with unique life experience are strongly encouraged to apply.

We are currently looking for a fun & reliable **Full-Time Childcare Supervisor/PPW Case Manager** to oversee our childcare program and provide case management services to parents in recovery. Many families are involved with Department of Children, Youth, & Families and/or at risk of involvement. Childcare Supervisor/PPW Case Manager plays an essential role in engagement of parents in services at New Traditions and supporting parents in the process of reunification.

**SUMMARY OF DUTIES:** Reporting to Clinical Manager/Executive Director, Childcare Supervisor/PPW Case Manager is responsible for the following;

- Full-time position (40 hours/week; 8:45-5:15), providing oversight for New Traditions Childcare program by ensuring a safe, nurturing, and culturally welcoming environment for families from diverse socio-economic, cultural, and linguistic backgrounds;
- Comply with King County PPW contract in providing childcare services and PPW case management services to clients at New Traditions;
- Provide Family-centered Case Management services to connect the PPW eligible families with community resources to build stronger foundation and support system in their lives;
- Provide parenting support and education for the family as necessary;
- In collaboration with parent's primary counselor, complete PPW intake with each family to identify family needs and to develop case management plan;
- Assist primary counselors with un-billable case management activities, such as faxing paperwork, researching for resources, increasing engagement with the family;
- Advocate for the needs of family and provide unique perspectives in clinical meetings;
- Provider supervision for Childcare Assistant to ensure high-quality of care
- In collaboration with Operations Manager, plan, coordinate, and execute two annual events for the family (Back-to school event in August & Holiday celebration in December)
- Provide front desk coverage as needed as part of engagement strategies with clients as well as to give breaks for front office staff.
- 

### **REQUIRED QUALIFICATIONS:**

- 45 College credits in ECE per contract with King County: Candidates without 45 credit in ECE will not be considered for this position
- An understanding of recovery process from substance use disorder and demonstrated ability to build collaborative relationship with parents in early recovery



[www.new-traditions.org](http://www.new-traditions.org)

- Demonstrated ability to comply with contractual agreement with various regulations and entities with minimal oversight from supervisor
- Demonstrated ability to connect with not only children, but also with parents to support the family in making changes with compassion and optimism for change
- Experience with building collaborative relationships with external providers to support families
- Ability to pay attention to details and to navigate Electronic Medical Record and IT system at New Traditions

**Desired Qualifications:**

- Bachelor's degree in ECE or other related social and human services with 45 Credits in ECE
- Experience with effectively serving Medicaid and PPW eligible families in King County
- Experience with providing drop-in care at a clinical setting
- Lived experience as parent in recovery or going through CPS system

**What We Offer:**

- Small group of highly professional and culturally diverse team committed to mission, vision, and values of New Family Traditions
- Generous PTO and family-friendly work schedule
- Benefit package: Medical, Dental, Visual, Life insurance, Life/Short-term/Long-term insurance, generous PTO (176 hours first year), 11 Paid Holidays, 401K with employer match

**To Apply:**

Please send **resume and the cover letter** in PDF highlighting the followings in your cover letter;

- Experience in providing culturally sensitive direct services to families from cultural background that is different from your own
- Your understanding in recovery from substance use disorder or past trauma, and how to effectively support the families in transition

Location: 9045 16th Ave SW, Seattle, WA 98106

Hours: 40 hours/week, Monday-Friday between 8:45-5:15

Compensation: DOE (Base salary starts with \$23/hr~ for Bachelor's in ECE)