

## CENTER FOR HUMANISTIC CHANGE, INC.

The *Student Assistance Program (SAP) Liaison* at the Center for Humanistic Change (CHC) works with SAP teams in schools to identify and reduce barriers to learning.

### OVERALL JOB RESPONSIBILITIES

- Fully understand the SAP process and requirements of SAP Teams
- Document program related activities; collect required data
- Schedule and coordinate SAP core team visitation schedule
- Attend SAP core team meetings at schools in accordance with County and agency SAP requirements
- Lead interactive trainings and workshops on SAP related issues to various groups
- Provide ongoing consultation between site visits as necessary
- Be knowledgeable of services available to school districts/SAP teams for their students; inform teams of student/parental intervention strategies, treatment, and other available resources
- Act in accordance with the State and Federal Confidentiality Laws
- Develop knowledge base of SAP; maintain familiarity/currency on electronic and other sources of information
- Network with Drug and Alcohol, Mental Health and other systems as needed, to link schools with available community resources
- Be familiar with and maintain a working library of school policies (e.g.: ATOD, Bullying, Crisis) that may impact SAP
- Administer, receive and summarize evaluation of SAP teams
- Attend orientations, Open Houses, and other pertinent school events as requested to promote SAP
- Complete all administrative, billing, data collecting, and reporting tasks that are required by the funding agencies, including knowledge of PBPS (the state required system of reporting)
- Must maintain all state and local training requirements

In addition to SAP responsibilities, the Liaison will be expected to **lead prevention education workshops and trainings** for other groups in schools and community settings for children and adults. In this prevention role, the Liaison would research, develop, and facilitate programs directly for clients (e.g.: parenting courses, school based group facilitation, SAP Team Maintenance, etc.). Experience developing and facilitating interactive workshops is required. Completion of CHC's Facilitation Skills Training is required within the first year.

Applicants must have a minimum of a Bachelor Degree in education, psychology, or a closely-related human services field. A Masters Degree is preferred. SAP Certification is required. A "can-do" attitude, attention to detail, and excellent written and oral communication skills are required. Applicants must be able to: be an active and productive member of a team, work independently, juggle various deadlines, and complete projects professionally and on-time. Proficiency in Microsoft Excel, Word, and Publisher, familiarity with research (web-based and other), website maintenance, and social media is helpful. Must have the ability to learn new computer skills quickly.

This position is expected to operate forty (40) hours per week, during normal business and school hours, and be full-time for 10 months of the year (summers off). There may be occasional weekend and evening work. All applicants must have reliable transportation, a valid driver's license, and proof of current car insurance as most of the work is in the field. As with all positions with CHC, this is a grant and contract funded and is contingent on those funds.

This position will report to the Executive Director with additional oversight provided by the Commonwealth Approved Trainer.

### APPLICATION PROCESS

Please email **resume and cover letter** to [app@thehc.org](mailto:app@thehc.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. The interview process will require a 5-7 minute facilitation of a hands-on activity on a relevant life skills 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 reviewed on a rolling basis until this position is filled.

For more information about Center for Humanistic Change and other positions, please visit [www.thehc.org](http://www.thehc.org).