

SAP Liaison

The mission of the Center for Humanistic Change (CHC) is to give people, especially youth, the knowledge and tools they need to make better-informed and more positive life choices through the interactive delivery of prevention education and evidence-based programming. Drug and alcohol prevention programs remain a core service.

The Center for Humanistic Change seeks a full-time **SAP Liaison for our Student Assistance Program** for immediate hire. This position is expected to be a 10-month salaried, exempt position. 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. 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. A Bachelor's Degree with related experience may be substituted for a Master's Degree. Bi-lingual applicants are encouraged to apply.

CHC staff are expected to obtain and maintain all state and local training requirements and clearances, including PA Child Abuse history clearance, PA State Police background clearance, FBI background fingerprinting check and mandated child abuse reporter training. Clearances and criminal record checks must be in compliance and in accordance with the laws reflecting the ability to work in schools and with children.

Applicants must have access to mobile and home internet. Please include resume when responding.

CHC is an equal employment opportunity employer. Employment decisions for all qualified applicants are based on merit and business needs, and not on the basis of actual or perceived race, color, citizenship status, national origin, gender identity or expression, sexual orientation, age, sex, religious creed, ancestry, 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.