



## EMPLOYMENT OPPORTUNITY

Koreatown Youth & Community Center, Inc. (KYCC) is a non-profit organization that has been serving the Korean American and multi-ethnic Koreatown community since 1975. KYCC's programs and services are specifically directed towards recently immigrated, economically disadvantaged youth and their families. KYCC offers a wide array of programs including counseling, academic services, community outreach, business services, affordable housing, and neighborhood beautification.

We have been serving our diverse community for nearly 50 years, and if you're passionate about creating change within our community, we'd like to meet you.

### SUD Coordinator (Full-time, Non-exempt)

**Unit:** Recovery Services Unit  
**Posting Date:** 3/12/2025

**Reports To:** Recovery Services Manager  
**Salary:** \$28.00- \$38.00/ hourly DOE plus BENEFITS

**Positions Available:** 1

**Summary:** The SUD Coordinator assists in overseeing the operations of Recovery Services Unit on a day-to-day basis, including the development and planning of programs and services, delivery of services, contract compliance, quality assurance, program evaluation, and community relations. The position is also responsible for coordinating program activities, staff supervision and other unit activities. This position is under the supervision of the Recovery Services Manager and the Director of Community Health who provide unit and administrative oversight and support. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year, including revenue generation goals. This is a full-time, non-exempt position working 40 hours per week. The schedule is Monday through Friday, 9:00 AM – 6:00 PM but evening and weekend hours may be required.

#### **Duties/ Responsibilities:**

- **Provide program service delivery coordination:**
  - Facilitate, participate in, Support day-to-day operations of the SUD Services Unit including case coordination, trouble shooting client relations, and data management.
  - Support development, negotiation, and management of unit contracts and grants with multiple government, foundations, health plans, and other funders.
  - Support unit contract compliance activities including monitoring achievement of contract performance objectives, assuring compliance with documentation requirements, coordinating program evaluation activities, assessing personnel performance, and other related unit performance issues.
  - Support the development and maintenance of partnerships and collaborations with external community and government entities.
  - Maintaining an up-to-date knowledge of best practices and new developments in the SUD services field.
  - Assist with preparing contract and grant applications and proposals to implement new programs and enhance existing programs to address unmet service needs.
  - Deliver direct client services as needed.
- **Assist with personnel supervision:**
  - Provide support in ensuring delivery of SUD services are provided in an ethical, timely, and client-centered manner;
  - Provide support in ensuring program and service activities are documented in compliance with all applicable regulations and requirements, by reviewing documentation for intakes, assessments, treatment plans, progress notes, referral logs, and service coordination plans for accuracy and timeliness.
  - Provide support with crisis intervention consultation for counseling staff.
  - Support in recruitment, selection, training, discipline, and evaluation of unit personnel.
  - Assist staff development and training activities;
- **Attend relevant meetings, trainings/workshops, and events.**
- **Other duties as assigned by your supervisor.**



**Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):**

- High school diploma or equivalent degree.
- Current registered or certification in substance abuse counseling (e.g. CCAPP, CAADE, CADTP)
- Minimum two years experience in providing Drug Medi-Cal Organized Delivery System contract services including ASAM Assessment, Motivational Interviewing, Cognitive-Behavioral Therapy;
- Minimum two years administrative experience in the areas including quality assurance, project management, billing, and reporting;
- Demonstrable working knowledge of the use and operation of personal computers;
- Ability to organize and prepare documentation in a timely manner using the EHR systems;
- Strong commitment to working with a multicultural community;
- Strong organizational, written and communication skills;
- Ability to work collaboratively with others and a willingness to participate fully in the team process;
- Self-directing and the ability to work independently as required;
- Proof of passing a TB test (if completed within a year);
- A valid Class C California Driver License, personal automobile, and proof of auto insurance;
- Certification in CPR and First Aid training;
- Proof of eligibility to work in the United States; and
- Physical requirements: Seeing to inspect written documents; ability to communicate with KYCC staff, clients and public; sitting, standing and walking for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment; and ability to lift up 40 lbs.

**NOTE:** The selected candidate will be required to complete a Livescan (fingerprint process) and/or background check after a conditional offer of employment has been extended.

To apply, please submit a **cover letter and resume**.

[SUBMIT AN APPLICATION](#)