



We Are

**HIRING**



**Coordinator**

**Coordinator for the Chester County Consumer and Family Satisfaction Team (C/FST)**



We are seeking a motivated and highly personable individual who will manage the operations of the Consumer and Family Satisfaction Services for Chester County. This will include oversight of data gathering projects, training and supervision of the C/FST interview staff, accountability for database management and integrity, representation at various county behavioral health committees, and presentation of results to quality managers and stakeholders.

**QUALIFICATIONS:**

- Associate or Bachelor's degree preferred
- Personal experience using behavioral health services (mental health and/or drug and alcohol services) in Chester County for self or a family member
- Knowledgeable of behavioral health services, Chester County providers, and supports as well as recovery, resiliency, and person/family-centered principles
- Demonstrated professional demeanor, with excellent interpersonal and communication skills, both verbal and written
- Self-motivated, organized, detail-oriented, and ability to multitask, prioritize, and meet program deadlines
- Exercise sound judgment and problem-solving skills
- Intermediate skills in Microsoft Office applications
- Background in data gathering, analysis, and reporting is preferred
- Previous supervisory or program management experience a plus
- Driver's license, a car with current registration and insurance – required

**30 hours per week with benefits--some evening and weekend each month**

For more information or to request an application, please contact Sheri at 1-800-734-5665 or [sheri@voiceandvisioninc.org](mailto:sheri@voiceandvisioninc.org).

<https://voiceandvisioninc.org/monitoring-advocacy/>

We look forward to hearing from you!