

Job Title	Program Coordinator
Employer/ Agency	Re:MIND
Job Description	<p>DUTIES AND RESPONSIBILITIES:</p> <p>I. Manage Support Groups</p> <ul style="list-style-type: none"> • Managing all aspects of 15-20 support group site locations. • Supervising adolescent locations within school setting. • Ensuring attendance at groups and new participant information is recorded in database. • Completing progress notes for groups, facilitators, and participants as needed. • Providing community resource referrals to site locations and facilitators. • Assisting in the planning of all program related events. • Acting as liaison between DBSA and support group site locations. • Assisting in opening new location or groups as assigned. <p>II. Supervise Facilitators</p> <ul style="list-style-type: none"> • Responsible for the recruitment, training, coaching and supervision of all assigned facilitators. • Performing evaluations/observations of assigned support group facilitators per protocol. • Documenting and maintaining facilitator personnel files (paper and database). • Assisting in completion of quarterly chart audits. • Providing crisis support to facilitators via cell phone during DBSA scheduled group time. • Reviewing, processing invoices for assigned groups <p>III. Programs and Evaluation</p> <ul style="list-style-type: none"> • Assisting in ongoing development of program protocols and procedures. • Assisting in performing on-going community needs assessments in determining the opening of new support groups. • Assisting with coordinating all program events • Serving as source of information and education for board members with regard to program practices, depression, bipolar disorders, and related topics. • Attending educational opportunities for professional development to support the program. <p>IV. Outreach</p> <ul style="list-style-type: none"> • Identifying site locations in need of additional marketing and soliciting board, facilitator, and community partners for marketing support. • Assisting in establishing collaborative partnerships in the mental health community. • Advocating and educating the community through educational presentations regarding depression, bipolar disorder and related topics.

Qualifications	<ul style="list-style-type: none"> • Independent Clinical License: LCSW, LPC or LMFT in good standing with appropriate licensing board. • 1-3 years experience in mental health field. • Clinical knowledge of mental disorders. • Clinical experience working with individuals and groups • Experience with leadership and supervision/evaluation. • Knowledge of a wide array of community resources. • Ability to work well in a small office, requires teamwork, excelling in planning, input and evaluation. • Ability to manage multiple projects in a time sensitive fashion. • Strong communication and outreach skills with public speaking experience • Must have excellent organizational and critical thinking skills. • Required: Computer skills in MS Office
Salary/Hours	DOE
Employer/Agency	Re:MIND
Contact Person	Jasmine McGary
Contact Title	Senior Program Manager
Application Method	Please submit application through www.remindsupport.org . Do not call.
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.