

Job Title	Program Coordinator
Employer/ Agency	Re:MIND
Job Description	<p>Program Coordinator is the entry level position for the program department that assists in providing leadership and direction for developing and maintaining the re:MIND support group program. This is accomplished primarily by training, managing and guiding re:MIND facilitators.</p> <p>Manage Support Groups</p> <ul style="list-style-type: none"> • Manage all aspects 12-15 support group site locations. • Ensure progress notes and other data recorded in database • Provide community resource referrals to site locations and facilitators. • Assist in the planning of all program related events. • Act as liaison between re:MIND and support group site locations. <p>Supervise Facilitators</p> <ul style="list-style-type: none"> • Responsible for the recruitment, training, coaching and supervision of all assigned facilitators. • Perform evaluations/observations of assigned support group facilitators per protocol. Document in database. • Contact assigned support group facilitators about status of group at least once a month and document in database. • Document and maintain facilitator personnel files (paper and database). • Assist in completion of quarterly chart audits. • Receive, resolve, and document feedback from participants and facilitators of assigned group locations within 48 business hours of receipt. • Provide crisis support to facilitators via cell phone during re:MIND scheduled group time. On-call responsibility will rotate among Program Staff members. • Review and process invoices for assigned groups. <p>Programs and Evaluation</p> <ul style="list-style-type: none"> • Assist in ongoing development of program protocols and procedures. • Train facilitators in implementation of protocol and procedures. • Assist in performing on-going community needs assessments in determining the opening of new support groups. • Assist with annual participant and facilitator satisfaction surveys. • Assist with coordinating all program events. • Serve as source of information and education for board members with regard to program practices, depression, bipolar disorders, and related topics. • Attend educational opportunities for professional development to support the program.

	<p>Outreach</p> <ul style="list-style-type: none"> • Identify site locations in need of additional marketing and solicit board, facilitator, and community partners for marketing support. • Assist in establishing collaborative partnerships in the mental health community. • Advocate and educate the community through educational presentations regarding depression, bipolar disorder and related topics. • Support re:MIND on web platform, social media, and newsletter as requested. • Attend community/marketing events as requested.
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. • Required: Computer skills in MS Office and ability to learn new programs.
Salary/Hours	Full-Time, DOE
Employer/Agency	Re:MIND
Application Method	https://www.remindsupport.org/forms/job-application/
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.