**Job Title**: Community Program Coordinator  

**Employer/ Agency**: Re:MIND Depression & Bipolar Support  

**Job Description**: The Community Program Coordinator provides leadership and direction for creating and maintaining the re:MIND support group program. This is accomplished primarily by training, managing and guiding facilitators, as well as marketing and networking for support group locations within assigned territory.

**Support Groups**
- Responsible for managing approximately 15-25 support group locations within assigned territory.
- Ensures attendance at groups is recorded and reported on a monthly basis to the Program Director.
- Ensures new participant information for all groups is entered into database on a monthly basis.
- Completes quarterly program reports on all assigned groups.
- Provides community resource referrals for participants in the program.
- Assists in the planning of all volunteer and group events.
- Acts as liaison between re:MIND and assigned support group locations point of contact.
- Attends staff meetings with Executive Director & Program Director.
- Available to attend assigned support groups to help set boundaries with difficult participants if needed.
- Ensures groups are maintaining high attendance numbers and strategizing with the Program Director to grow attendance numbers at lower performing sites.
- Assists the Program Director with new start up locations.

**Facilitators**
- Responsible for the recruitment, training, and supervision of Volunteer Facilitators, Professional Facilitators and Certified Peer Specialists who conduct open and closed support groups within assigned territory.
- Performs evaluations/observations of assigned support groups on an annual basis. Reports results to Program Director.
- Makes recommendations for termination of facilitators when necessary.
- Contacts assigned support group facilitators at least once a month as to the status of each group and document in a progress note.
- Coordinates and facilitates trainings and seminars as scheduled by Program Director.
- Formulates individualized training plans for new facilitator candidates.
- Maintains facilitator personnel files including performance reviews, training attendance, and correspondence for assigned groups.
- Handles and resolves complaints from participants and facilitators of assigned group locations.
- Provides crisis support to facilitators via cell phone during scheduled group time in the event of a crisis at assigned group location.
- Reviews and Processes invoices for assigned groups before turning into Program Director.

**II. Inquiries**
- Assists staff in answering calls and emails.
- Provides referrals as needed.
• Compiles and modifies, as needed, a community resource referral list.

III. Programs and Evaluation
• Attends all related committee meetings as assigned by Program Director or Executive Director.
• Trains facilitators in the implementation of new programming.
• Develops new ways to evaluate and increase the effectiveness of groups/facilitators.
• Assists in ongoing development and implementation of program policies and procedures.
• Assists Program Director in performing on-going community needs assessments in determining the opening of new support groups.
• Assists Program Director in Annual Participant Satisfaction Survey.
• Serves as source of information and education with regard to depression and bipolar disorder for Board members.

IV. Marketing and Networking
• Identifies support groups in need of additional marketing within assigned territory.
• Assists in establishing collaborative partnerships in the mental health community.
• Advocates and educates the community regarding mood disorders including conducting educational presentations when requested.

Qualifications
• LCSW, LMSW, LPC or LMFT in good standing with appropriate licensing board.
• Clinical knowledge of mood 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 which requires teamwork in planning, input and evaluation.
• Ability to juggle multiple projects and 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 such as PowerPoint, Word and Excel.

Salary/Hours
Salary commensurate with experience. Health and life insurance, retirement plan, vacation and holiday schedules are offered with employment.

Employer/Agency
Re:MIND Depression & Bipolar Support

City, State, Zip
Houston, TX

Application Method
https://www.remindsupport.org/employment-houston/

Opening Date
Immediate

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.