

Job Title	Community Program Coordinator
Employer/ Agency	Re:MIND Depression & Bipolar Support
Job Description	<p>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.</p> <p>Support Groups</p> <ul style="list-style-type: none"> • 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. <p>Facilitators</p> <ul style="list-style-type: none"> • 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. <p>II. Inquiries</p> <ul style="list-style-type: none"> • Assists staff in answering calls and emails. • Provides referrals as needed.

	<ul style="list-style-type: none"> • Compiles and modifies, as needed, a community resource referral list. <p>III. Programs and Evaluation</p> <ul style="list-style-type: none"> • 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. <p>IV. Marketing and Networking</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.