



**Title:** Program Coordinator

**Classification:** FT hourly

**Summary:** A professional position that provides program support and coordination for service delivery. Services include training programs including leading Crisis Intervention Team Training and assisting with other MHA training programs including Peer Support and continuing education programs. The position will coordinate the Pro Bono Counseling program.

**Required Experience Qualifications:**

- Bachelor Degree in Social Work, Ohio LSW preferred; related degrees including Counseling and Criminal Justice will be considered
- Excellent interpersonal, communication and phone skills
- Excellent public speaker/trainer
- Strong planning, organization, project management, and time management skills
- Demonstrate familiarity and ability to navigate and utilize Microsoft Office programs (Word, Excel, Power Point, Outlook); perform data entry (Access); keep good records
- Organized with good time management skills
- Demonstrates knowledge of and use of recovery principles, motivational interviewing and critical time intervention techniques
- Promotes the agency and programs in a professional manner in and outside of work. Develop and maintain cooperative relationships with all staff, organizations, businesses and the community-at-large.
- Substance use free; good driving record; maintain auto insurance, and reliable transportation
- Familiarity with area resources

**Duties and Responsibilities:**

- Crisis Intervention Team Training
  - Coordinates all aspects of CIT trainings- including facilitation/instruction (40 hour training, dispatch, corrections)
  - Serves as a liaison between the mental health and law enforcement community and provides technical assistance to both as needed
  - Coordinates the CIT Steering Committee (meets twice annually as a minimum)
  - Develops and conducts outreach to promote CIT and related training
  - Manages CIT pages of the MHA website, including event navigation/registration pages
  - Manages all data associated with the program/program outcomes
  - Completes reports for funding sources
  - Attends community meetings, events, and training as needed
  - Contributes to continuous learning and outcome reporting requirements
- MHA Training Programs
  - Serves on the agency Education Committee
  - Cross-trains for other agency training programs to assist in facilitation/instruction
- Pro Bono Counseling
  - Screens new clients/client referrals as appropriate

- Matches appropriate clients with MHA volunteer/intern and refers inappropriate clients to appropriate care
- Coordinates Pro Bono student interns (does not provide supervision)
- Provides support to supervisors of student interns
- Works closely with MHA Director of Clinical Care Coordination to manage client data/outcomes
- Promotes PBC in the community and works to attract volunteers and new PBC sites
- Other duties as assigned.

**Reports to:** Director of Clinical Care Coordination

**Travel:** local/regional travel/driving; proof of insurance required

**Salary Range:** \$33,280-\$45,760

**Hours:** 40 per week

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