<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Program Coordinator</th>
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<tr>
<td><strong>Employer/ Agency</strong></td>
<td>Re:Mind</td>
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| **Job Description** | The 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 volunteer facilitators, professional facilitators and certified peer specialists. **DUTIES AND RESPONSIBILITIES:**  
**Support Groups**  
• Responsible for managing 15-25 support group locations.  
• Ensures attendance at groups is recorded and reported on a monthly basis to the Program Manager.  
• Ensures new participant information for all groups is entered into database on a monthly basis.  
• Works with the development department to send out quarterly participants’ surveys to obtain demographic information.  
• Completes quarterly program reports on all assigned groups.  
• Provides community resource referrals for participants in the program.  
• Acts as liaison between re:MIND and assigned support group locations point of contact.  
• Attends weekly program staff meetings with Executive Director & Program Director.  
• Available to attend assigned support groups to help set boundaries with difficult participants if needed.  
Updated 02/15/2019  
**Facilitators**  
• Responsible for the recruitment, training, and supervision of Volunteer Facilitators, Professional Facilitators and Certified Peer Specialists who conduct open and closed support groups.  
• Performs evaluations/observations of assigned support groups on an annual basis. Reports results to Program Manager.  
• Makes recommendations for termination of facilitators when necessary.  
• Provides feedback and support to facilitators.  
• 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.  
• Documents and 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. |
| Qualifications | PMHN, LMSW, LCSW, LPC or LMFT in good standing with appropriate licensing board. § Clinical knowledge of mood disorders. § Clinical experience working with individuals and groups. § Knowledge of a wide array of community resources. § Ability to facilitate support groups when needed. § 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 |
| Application Method | https://www.remindsupport.org/forms/job-application/ |
| 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.