

<b>Job Title</b>	WRAP Training Coordinator
<b>Employer/ Agency</b>	MHMRA of Greater Houston
<b>Job Description</b>	<p>Mental Health America of Greater Houston is seeking a part-time (20 hours/week) WRAP Training Coordinator to organize and manage the delivery of Wellness Recovery Action Plan (WRAP) programs in the Greater Houston area. WRAP is an evidence-based program used by people with mental health and other health challenges. For more information about WRAP, see <a href="http://www.mentalhealthrecovery.com/">http://www.mentalhealthrecovery.com/</a>. MHA's WRAP Training Coordinator will manage all aspects of WRAP program deliveries for individuals in the Greater Houston area, including but not limited to securing WRAP facilitators and locations for program deliveries, program marketing and registration of clients for WRAP programs, and all logistics and supply considerations. The WRAP Coordinator must possess exemplary organizational skills, with great attention to detail, as well as excellent interpersonal skills for telephone and in-person communication. Although not required, preference will be given to candidates who are trained as WRAP facilitators or who have been through a WRAP program and used a personal WRAP plan.</p> <p>Primary responsibilities include, but are not limited to, the following tasks associated with WRAP deliveries: identifying and securing appropriate spaces/venues; securing WRAP facilitators for trainings and working with MHA accounting staff on facilitator contracts and payment; marketing to potential participants through identified navigators and other venues; registering interested clients; coordinating client transportation to/from events; ordering and preparing supplies; coordinating additional logistics; maintaining all records and data and reporting on such as needed. The WRAP Training Coordinator will be expected to attend a WRAP delivery as a participant and create and use his/her own WRAP plan. The potential also exists for the WRAP Coordinator to then receive training as a WRAP facilitator and facilitate WRAP deliveries in the Greater Houston area.</p>
<b>Qualifications</b>	<p>Associate's degree or some college. Exemplary organizational skills. Detail-oriented, with the ability to manage and coordinate numerous details at one time. Excellent interpersonal and communication skills. Good spelling and grammar skills. Ability to communicate effectively with diverse individuals both on the telephone and in person. Interest in mental health, wellness, and recovery-based approaches. Willingness to attend a WRAP delivery as a participant and create and use a personal WRAP plan. Reliable transportation and willingness to travel within the Greater Houston area, including surrounding counties. Good computer skills, including Word and Excel.</p> <p><b>Preferred:</b> Bachelor's degree. Knowledge of and/or experience with mental health issues and the mental health service system. Two or more years' experience coordinating program delivery or similar experience. Bilingual (English/Spanish). Knowledge of the Greater Houston area. <i>Preference will be given to individuals who are trained as WRAP facilitators or who have been through a WRAP program and used a personal WRAP plan.</i></p>
<b>Salary/Hours</b>	DOE
<b>Application Method</b>	Send cover letter and resume with three references to Lynnette Day at <a href="mailto:lday@mhahouston.org">lday@mhahouston.org</a> . Please specify "WRAP Training Coordinator" in your e-mail subject line.
<b>Opening Date</b>	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 [mswjjobs@central.uh.edu](mailto:mswjjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.