

<b>Job Title</b>	Contract Program Coordinator
<b>Employer/ Agency</b>	re:MIND
<b>Job Description</b>	<p><b>Manage Support Groups:</b></p> <ul style="list-style-type: none"> <li>• Manage all aspects of up to 25 support group site locations.</li> <li>• Ensure progress notes and other data recorded in database.</li> </ul> <p><b>Supervise Facilitators:</b></p> <ul style="list-style-type: none"> <li>• Responsible for the recruitment, training, coaching and supervision of all assigned facilitators/clinicians.</li> <li>• Perform evaluations/observations of assigned support group facilitators per protocol. Document in database.</li> <li>• Receive, resolve, and document feedback from participants and facilitators of assigned group locations within 48 business hours of receipt.</li> <li>• Review and process invoices for assigned groups.</li> </ul> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Assist with any program related tasks as requested.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Independent Clinical License: LCSW, LPC or LMFT in good standing with appropriate licensing board.</li> <li>• 1-3 years experience in mental health field.</li> <li>• Clinical knowledge of mental disorders.</li> <li>• Clinical experience working with individuals and groups.</li> <li>• Experience with leadership and supervision/evaluation.</li> <li>• Knowledge of a wide array of community resources.</li> <li>• Ability to work well in a small office; requires teamwork input and evaluation.</li> <li>• Must have excellent organizational and critical thinking skills.</li> <li>• Required: Computer skills in MS Office and ability to learn new programs.</li> <li>• Work occasional weekends and evenings.</li> </ul>
<b>Salary/Hours</b>	Full Time, Contract rate commensurate with experience
<b>Employer/Agency</b>	re:MIND
<b>Application Method</b>	<a href="https://www.remindsupport.org/forms/job-application/">https://www.remindsupport.org/forms/job-application/</a>
<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 [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.

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