

Job Title	Program Coordinator
Employer/ Agency	Re:MIND Depression & Bipolar Support
Job Description	<p>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.</p> <p>Support Groups</p> <ul style="list-style-type: none"> • 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. • 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 weekly program staff meetings with Executive Director & Program Director. • Available to attend assigned support groups to help set boundaries with difficult participants if needed. <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. • 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. • 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 Manager. <p>II. Inquiries</p> <ul style="list-style-type: none"> • Assists staff in answering calls and emails. • Provides referrals as needed. • 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. <p>Updated 02/15/2019</p> <ul style="list-style-type: none"> • 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. • Assists Senior Development Director in establishing collaborative partnerships in the mental health community. • Advocates and educates the community regarding mood disorders including conducting educational presentations when requested.
Qualifications	<p>PMHN, LMSW, LCSW, LPC or LMFT in good standing with appropriate licensing board.</p> <ul style="list-style-type: none"> • 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 Depression & Bipolar Support
City, State, Zip	Houston, TX
Email Address	info@remindsupport.org
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.