

<b>Job Title</b>	Program Coordinator
<b>Employer/ Agency</b>	Re:MIND
<b>Job Description</b>	<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><b>Support Groups</b></p> <ul style="list-style-type: none"> <li>• Responsible for managing 15-25 support group locations.</li> <li>• Ensures attendance at groups is recorded and reported on a monthly basis to the Program Manager.</li> <li>• Ensures new participant information for all groups is entered into database on a monthly basis.</li> <li>• Works with the development department to send out quarterly participants' surveys to obtain demographic information.</li> <li>• Completes quarterly program reports on all assigned groups.</li> <li>• Provides community resource referrals for participants in the program.</li> <li>• Assists in the planning of all volunteer and group events.</li> <li>• Acts as liaison between re:MIND and assigned support group locations point of contact.</li> <li>• Attends weekly program staff meetings with Executive Director &amp; Program Director.</li> <li>• Available to attend assigned support groups to help set boundaries with difficult participants if needed.</li> </ul> <p><b>Facilitators</b></p> <ul style="list-style-type: none"> <li>• Responsible for the recruitment, training, and supervision of Volunteer Facilitators, Professional Facilitators and Certified Peer Specialists who conduct open and closed support groups.</li> <li>• Performs evaluations/observations of assigned support groups on an annual basis. Reports results to Program Manager.</li> <li>• Makes recommendations for termination of facilitators when necessary.</li> <li>• Provides feedback and support to facilitators.</li> <li>• Contacts assigned support group facilitators at least once a month as to the status of each group and document in a progress note.</li> <li>• Coordinates and facilitates trainings and seminars as scheduled by Program Director.</li> <li>• Formulates individualized training plans for new facilitator candidates.</li> <li>• Documents and maintains facilitator personnel files including performance reviews, training attendance, and correspondence for assigned groups.</li> <li>• Handles and resolves complaints from participants and facilitators of assigned group locations.</li> <li>• Provides crisis support to facilitators via cell phone during scheduled group time in the event of a crisis at assigned group location.</li> <li>• Reviews and processes invoices for assigned groups before turning into Program Manager.</li> </ul>

	<p>II. Inquiries</p> <ul style="list-style-type: none"> <li>• Assists staff in answering calls and emails.</li> <li>• Provides referrals as needed.</li> <li>• Compiles and modifies, as needed, a community resource referral list.</li> </ul> <p>III. Programs and Evaluation</p> <ul style="list-style-type: none"> <li>• Attends all related committee meetings as assigned by Program Director or Executive Director</li> <li>• Trains facilitators in the implementation of new programming.</li> <li>• Develops new ways to evaluate and increase the effectiveness of groups/facilitators.</li> <li>• Assists in ongoing development and implementation of program policies and procedures.</li> <li>• Assists Program Director in performing on-going community needs assessments in determining the opening of new support groups.</li> <li>• Assists Program Director in Annual Participant Satisfaction Survey.</li> <li>• Serves as source of information and education with regard to depression and bipolar disorder for Board members.</li> </ul> <p>IV. Marketing and Networking</p> <ul style="list-style-type: none"> <li>• Identifies support groups in need of additional marketing.</li> <li>• Assists Senior Development Director in establishing collaborative partnerships in the mental health community.</li> <li>• Advocates and educates the community regarding mood disorders including conducting educational presentations when requested.</li> </ul>
<b>Qualifications</b>	<p>PMHN, LMSW, LCSW, LPC or LMFT in good standing with appropriate licensing board.</p> <ul style="list-style-type: none"> <li>• Clinical knowledge of mood disorders.</li> <li>• Clinical experience working with individuals and groups.</li> <li>• Knowledge of a wide array of community resources.</li> <li>• Ability to facilitate support groups when needed.</li> <li>• Ability to work well in a small office which requires teamwork in planning, input and evaluation.</li> <li>• Ability to juggle multiple projects and in a time sensitive fashion.</li> <li>• Strong communication and outreach skills with public speaking experience.</li> <li>• Must have excellent organizational and critical thinking skills.</li> <li>• Required: Computer skills in MS Office such as PowerPoint, Word and Excel.</li> </ul>
<b>Salary/Hours</b>	Salary starting at \$50,000. Health and life insurance, retirement plan, vacation and holiday schedules are offered with employment.
<b>Employer/Agency</b>	Re:MIND
<b>Application Method</b>	Apply online. <a href="https://www.remindsupport.org/forms/job-application/">https://www.remindsupport.org/forms/job-application/</a>
<b>Opening Date</b>	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](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.

UNIVERSITY of **HOUSTON**  
GRADUATE COLLEGE of SOCIAL WORK