

Job Title	Youth Program Coordinator
Employer/ Agency	re:MIND
Job Description	<p>The Youth 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 facilitators, as well as marketing and networking for support group locations within assigned territory.</p> <p>Support Groups</p> <ul style="list-style-type: none"> • Responsible for managing approximately 15-25 support group locations within assigned territory. • Ensures attendance at groups is recorded and reported on a monthly basis to the Senior Program Coordinator. • Ensures new participant information for all groups is entered into database on a monthly basis. • 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 staff meetings with Executive Director & Program Director. • Available to attend assigned support groups to help set boundaries with difficult participants if needed. • Ensures groups are maintaining high attendance numbers and strategizing with the Program Director to grow attendance numbers at lower performing sites. • Assists the Program Director with new start up locations. <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 within assigned territory. • Performs evaluations/observations of assigned support groups on an annual basis. Reports results to Senior Program Coordinator. • Makes recommendations for termination of facilitators when necessary. • 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. • 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 Director. <p>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>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. • 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>Marketing and Networking</p> <ul style="list-style-type: none"> • Identifies support groups in need of additional marketing within assigned territory. • Assists 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>LCSW, LMSW, LPC or LMFT in good standing with appropriate licensing board. Clinical knowledge of mood disorders. Clinical experience working with individuals and groups. Experience with leadership and supervision/evaluation. Knowledge of a wide array of community resources. 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.</p>
Contact Person	Joyce Wang
Email Address	J.Wang@remindsupport.org
Opening Date	Immediately

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