

# Mental Health Association in Orange County, Inc.



## COMMUNITY ENGAGEMENT AND SOCIAL PROGRAMS SUPERVISOR JOB POSTING

- I. Title:** Community Engagement and Social Programs Supervisor
- II. Reports to:** Community Engagement and Social Programs Manager
- III. Job Objectives:**
- Supervise the Compeer, Compeer Homeless, Friends, WELCOME Orange Geriatric Initiative Gatekeeper/Compeer and Rehabilitative Social Club Programs. Coordinate MHA Intern/Volunteer opportunities. Oversee education and training programs for MHA and the community. Represent MHA at various community functions as needed. Create and manage MHA's social media content.
- Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and WELCOME Orange.
- IV. Qualifications:**
- Bachelor's Degree in a related field with 1 year of experience in Human Services
- OR**
- Associate degree in related field with 3 years of experience in Human Services
  - Demonstrated marketing and social media experience.
  - Supervisory experience preferred.
  - Grant writing experience a plus.
  - Public speaking experience required.
  - Effective written and oral communication skills.
  - Must be organized, self-motivated and have the ability to coordinate multiple tasks simultaneously.
  - Ability to exercise sound judgment under crisis situations and to abide by regulations regarding confidentiality.
  - Valid NYS Driver's License and ability to drive with current driving record acceptable for agency insurance coverage.
  - Must be clear and maintain an acceptable record under the Office of Mental Health (OMH) mandated criminal background check process.
  - Must be clear and maintain an acceptable record under the Medicaid Fraud & Abuse clearance process.
- V. Responsibilities:**
- Supervise Compeer/Compeer Homeless Coordinator, Friends Coordinator, Social Program Coordinator, WELCOME Orange Geriatric Initiative Gatekeeper/Compeer and Rehabilitative Social Club Coordinator.
  - Provide back up support for the Friends Program and Rehabilitative Social Club when needed.
  - Work as a liaison for Friends Consultant.
  - Serve as designated agency liaison for the New York State School Mental Health Training Resource Center through MHANYS (Mental Health Associating in NY State).
  - Provide educational presentations to the community on varied topics.
  - Coordinate and maintain the operation of the Compeer Volunteer Program. Recruit, train, and match Compeer volunteers with individuals with a diagnosed mental illness.
  - Provide oversight to Compeer Calling Program and ensure regular phone contact

to Compeer program participants on the waiting list.

- Provide oversight of MHA's role in the WELCOME Orange Geriatric Initiative.
- Participate in site visits and bi-annual WOGI meetings.
- Organize and maintains all Compeer program information and volunteer files.
- Prepare monthly, quarterly and statistical reports as necessary for WELCOME Orange Geriatric Initiative, Compeer, Compeer Homeless, Friends, and Rehabilitative Social Club Programs.
- Coordinate and provide regularly scheduled orientation trainings for new MHA employees, volunteers/interns and new board members, and routinely review and update orientation curriculum as needed.
- Oversee the development and delivery of educational workshops and public awareness programs for MHA and the community.
- Coordinates MHA's Volunteer/Intern Program and maintains policies and procedures.
- Develop and format MHA's Annual Meeting Journal.
- Develop press releases for various MHA functions and programs as needed.
- Develop MHA's Quarterly Newsletter.
- Assist with developing program informational brochures and PowerPoint presentations as needed.
- Promote services on MHA's Social Media accounts; Facebook, Twitter and Instagram and LinkedIn.
- Represent MHA at Health and Human Service Fairs and community events.

**VI. Other Duties:**

- Answer MHA's main office phone as needed.
- Participate in MHA's committees.
- Duties outlined above are intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

**VII. Terms of employment / benefits:**

- Exempt.
- 40 hours per week
- Paid holidays, vacations and sick leave according to MHA policy.

**Please send letter of intent and resume to:  
Mental Health Association in Orange Co. Inc.  
73 James P. Kelly Way  
Middletown, NY 10940  
or fax to (845) 343-9665  
or email to [mharecruiting@mhaorangeny.com](mailto:mharecruiting@mhaorangeny.com)**