

Mental Health Association in Orange County, Inc.



NEW POSITION GRANT FUNDED

PROJECT HOPE PROGRAM MANAGER– TEMPORARY/REMOTE JOB POSTING

- I. Title:** Project Hope Program Manager
- II. Reports to:** Managing Director
- III. Job Objectives:**

Under the direction of the Managing Director, Project Coordinator will oversee the Project Hope Crisis Counseling Program.

Project Hope is a FEMA (Federal Emergency Management Agency) grant funded Crisis Counseling Program (CCP) designed to provide emotional support and assistance to individuals adversely affected by the COVID-19 pandemic. This is an ideal position for individuals who are interested in helping others who have been impacted by COVID-19 and making a contribution to their community. The Project Coordinator will provide oversight of team leads, crisis counselors and administrative staff and ensure the highest quality implementation and sustainability of the program in order to keep the program running optimally and in accordance with protocols.

Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and **WELCOME Orange**.

IV. Qualifications:

- Licensed Clinical Social Worker (LCSW), Licensed Master Social Worker (LMSW) **OR** Licensed Mental Health Counselor (LMHC) with commensurate clinical training and experience.
- Copy of NYS license to practice (LCSW, LMSW or LMHC) and current registration required by date of hire.
- Bilingual Spanish/English preferred.
- Experience in the mental health profession.
- Three years-experience with the practice of assessment and/or psychotherapy, crisis management, intervention.
- Minimum of 2-3 years of supervisory experience required.
- Working knowledge of Trauma-Informed Care and Cultural Competency required.
- Superior supervisory skills as evidenced by being organized, self-motivated, effective time management and can coordinate multiple tasks simultaneously.

- Courteous, empathic, and professional manner.
- Ability to work efficiently in a team setting, with collaborative partners.
- Ability to work independently.
- Understand the importance of maintaining confidentiality.
- Knowledge of human service resources, that include, but are not limited to: mental health, substance use, physical disabilities, physical health and developmental disability resources in Orange County, New York.
- Effective written and oral communication skills.
- Ability to maintain professional demeanor when handling crisis and ventilation contacts.
- Efficiency with information-gathering, problem solving, and conflict-resolution.
- Ability to adapt and be flexible to changes in protocol and program needs.
- Proficiency in Excel and Microsoft Word required.
- Knowledge of data base management
- Valid Driver's License and ability to drive with current driving record acceptable for agency insurance coverage.
- Valid copies of personal auto-insurance, car inspection and registration required.
- Must be clear and maintain an acceptable record under the Office of Mental Health (OMH) mandated criminal background check process.

V. Responsibilities:

- Participation in meetings with community agencies and other service providers as needed.
- Oversight of team leads, crisis counselors and administrative staff and ensure the highest quality implementation and sustainability of the program in order to keep the program running optimally and in accordance with protocols.
- Provision of direct clinical services, which may include, but are not limited to, assessment, crisis counseling, individual/family mental health treatment, and integrated health care management.
- Ensure compliance with fiscal, programmatic, and other guidelines as appropriate.
- Tracks and approves program expenditures.
- Collects, evaluates, and reports data on program services.
- Facilitate weekly team meetings.
- Responsible for the establishment and maintenance of relationships with providers to which MHA makes/receives referrals.
- Responsible for maintaining clinical records and following guidelines and regulations for documentation of services.
- Oversight of documentation completed by staff.
- Attend internal management meetings.
- Responsible for participation in program development and in training programs.
- Follows the established agency policies and maintains appropriate professional standards.
- Responsible for adhering to all standards and guidelines established by applicable regulatory authorities.
- Provide supervision, mentoring, coaching and performance reviews for direct reports.
- Ensures HIPAA laws and MHA confidentiality policies are followed.
- Must adhere to MHA's Remote Work and Data Security Policies and Procedures.

VI. Other Duties:

- 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. More importantly, duties are subject to change based upon the final design/model of Project Hope.

VII. Terms of employment/benefits:

- Full time, Exempt, Temporary.
- Locations: Remote and Mental Health Association in Orange County, Inc. in Middletown (73 James P. Kelly Way, Middletown, NY).
- Temporary position with funding through 6/16/2021 (subject to change).
- Shift as follows: Monday-Friday 9:00am-5:00pm (subject to change to meet the needs of the project).
- Mandatory Project Hope training is required.
- Not eligible to apply for internal MHA positions until timeline of contract is completed.

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