

# Mental Health Association in Orange County, Inc.



## REVISED-GRANT FUNDED

### FULL-TIME PROJECT HOPE COORDINATOR JOB POSTING

**I. Title:** Project Hope Project Coordinator – Full Time

**II. Reports to:** Director of Crisis Services

**III. Job Objectives:**

Under the direction of the Director of Crisis Services, 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 preferably with Administrative/Supervisory duties.
- Two years-experience with overseeing programs, the practice of assessment and/or psychotherapy, and crisis management and minimally two years of supervisory experience required.

**OR**

- Master's degree in social work, counseling, psychology, community mental health or sociology, with commensurate clinical training and experience preferably with Administrative/Supervisory duties.
- Three years-experience with overseeing programs, practice of assessment and/or psychotherapy, and crisis management and minimally three years of supervisory experience required.

**OR**

- Bachelor's degree in social work, counseling, psychology, community mental health or sociology, and experience preferably with Administrative/Supervisory duties.
- Five years-experience with overseeing programs, practice of assessment and/or psychotherapy, and crisis management and minimally five years of supervisory experience required.
- 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.
- 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.
- **COVID-19 Vaccination required to support community engagement activities.**
- 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 a weekly team meeting as needed.

- 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.

**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:***

- Exempt
- Forty (40) hours: Monday-Friday 8:00am-4:00pm. This position requires flexibility that may require evening and weekend hours.
- Grant Funded position from December 2021 to March 2022 with a strong possibility to be extended to June 2022.
- Locations: Mental Health Association in Orange County, Inc. in Middletown (73 James P. Kelly Way, Middletown, NY) and some remote work.
- Mandatory Project Hope training is required.
- Employees may not apply for another position within the agency until their commitment to the grant is completed.
- Paid holidays, vacation, personal and sick leave according to MHA policy.

**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@mhaorangeny.com](mailto:mharecruiting@mhaorangeny.com)**