

**NEW POSITION**  
**Mental Health Association in Orange County, Inc.**



**SOCIAL PROGRAM COORDINATOR - EVENING  
JOB POSTING**

- I. Title:** Social Program Coordinator – Evening
- II. Reports to:** Community Engagement and Social Program Supervisor
- III. Job Objectives:**
- Coordinate and maintain weekly Monday evening Social Club and Friends Program.
- Perform duties while actively promoting an environment consistent with MHA’s Cultural Equity Policy and **WELCOME Orange**.
- IV. Qualifications:**
- High School Diploma.
  - Two (2) years experience in human services field.
  - Ability to work independently with minimal direct supervision.
  - Effective written and oral communication skills.
  - Ability to exercise sound judgment under crisis situations.
  - Abide by regulations regarding confidentiality.
  - Experience working with youth with social, emotional and or behavioral issues.
  - Effective planning and organizational skills.
  - 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) and Office for People with Developmental Disabilities (OPWDD) mandated criminal background check process.
  - Ability to drive 15-passenger van.

**V. *Responsibilities:***

- Plan and coordinate all aspects of the weekly Middletown Social Club meetings and activities.
- Provide transportation as necessary for the Social Club members. Assist passengers with safe vehicle entry and exit.
- Assist Friends Clinician in the operation of meetings throughout Orange County.
- Interface and follow-up with parents of Friends participants regarding appropriate placement in a group.
- Develop and maintain liaisons with key mental health referral agencies and professionals, also providing program participant follow-up as needed.
- Organize and maintain all program files.
- Maintain community contacts for facilities to conduct groups.
- Coordinate and maintain mailing lists/group calendars and program files.
- Develop promotional materials and provide outreach to ensure programs' visibility in the community.
- Attend meetings and in-service training as requested.
- Prepare statistical data, records and reports as required by NYS Office of Mental Health and MHA.
- Manage program rosters to maximize units of service.
- Ensure designated sites are secure and clean upon departure.

**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.

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

- Non-Exempt.
- Up to 10 hours per week.
- 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@mhaorangenyc.com](mailto:mharecruiting@mhaorangenyc.com)**