

Mental Health Association in Orange County, Inc.



SOCIAL PROGRAM COORDINATOR JOB POSTING

- I. Title:** Social Program Coordinator
- II. Reports to:** Community Relations Manager
- III. Job Objectives:**

COMPEER:

Provide in-person supportive services to Compeer program participants in the community.

SOCIAL CLUB:

Coordinate and maintain weekly Middletown Club on Monday evenings and on Wednesdays during the day.

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

IV. Qualifications:

- High School Diploma.
- One (1) year of experience in human services field.
- Knowledge of working with individuals with mental illness, and service delivery system that address the needs of the population.
- Ability to work independently with minimal direct supervision.
- Valid Driver's License and ability to drive with current driving record acceptable for agency insurance coverage.
- Effective planning and organizational skills.
- Ability to exercise sound judgment under crisis situations and to abide by regulations regarding confidentiality.
- Must be clear and maintain an acceptable record under the Office of Mental Health (OMH) mandated criminal background check process.

V. Responsibilities:

COMPEER:

- Coordinate and maintain the operation of the Compeer Visiting Program, providing advocacy and support to individuals each month.
- Accompany program participants into community to participate in various social activities, i.e., shopping, dining-out, or transporting to various appointments, i.e., doctor, dentist, counseling, housing, etc.
- Provide phone contact to Compeer program participants, monitoring their progress and ensuring relationship to community support services.
- Maintain appropriate data (visiting logs) for Compeer program participant files.

SOCIAL CLUB:

- Plan and coordinate all aspects of the Social Club meetings, engaging members in meaningful and appropriate activities.
- Transport members safely from individual residence to Social Club activity.
- Work cooperatively with Rehabilitative Social Club Coordinator on Mondays and independently on Wednesdays.
- Ensure designated site is secure and clean upon departure.
- Ability to drive a 15 passenger van and report any van repair/maintenance issues to MHA's Vehicle Maintenance Coordinator as needed.

BOTH PROGRAMS:

- Organize and maintain all program files.
- Prepare monthly statistical data, records and reports as required to monitor the programs.
- Attend any meetings and in-service trainings as requested.
- Develop and maintain liaisons with key mental health referral agencies and professionals, also providing consumer follow-up as needed.
- Provide support and advocacy to program participants.
- Promote and publicize program services to ensure new program referrals as needed.
- Manage program rosters to maximize units of service.

VI. *Other Duties:*

- Assist with the Compeer Homeless responsibilities as needed.
- Assist with the Friends Program responsibilities as needed.
- Answer Helpline minimally one (1) hour per week and more often as needed.
- 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.

VI. *Terms of Employment/Benefits:*

- Non-Exempt.
- **40** hours per week (evening hours required)
COMPEER: 30.5 hours weekly
SOCIAL CLUB: 9.5 hours weekly
- Paid holidays, vacation, personal and sick leave according to MHA policy.

Please send letter of intent and resume to:
Kelly Czvik
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73 James P. Kelly Way
Middletown, NY 10940
or fax to (845) 343-9665
or email to kczyk@mhaorangeny.com