



JOB DESCRIPTION

JOB TITLE: Program Coordinator (Part Time)

SUPERVISOR: Executive Director

DUTIES AND RESPONSIBILITIES:

- Serves as a liaison between the Local Prevention Councils and SERAC to increase mental health awareness.
- Provides evidence based mental health training for community members.
- Attends various required Local Prevention Council Meetings.
- Coordinates with the Local Prevention Councils and other community groups to develop and improve referral mechanisms for mental health treatment for youth and young adults.
- Coordinates tasks related to the SAMHSA Mental Health Awareness Training Grant.
- Prepares federal reporting information and reports.
- Ensures all deliverables are completed and submitted in accordance with the grant timeline.
- Attend federally required meetings and training.
- Other duties as assigned by the Director.

EDUCATION/ QUALIFICATIONS/SKILLS:

Bachelor's degree in health-related discipline and/or documented prior experience in program coordination. Experience in substance abuse education, prevention, or health may be substituted for degree. Computer proficiency required, including knowledge of MS Word and Publisher. Experience in community outreach and facilitation preferred.

LANGUAGE SKILLS:

Ability to read, spell, analyze, and interpret data. Ability to write reports and business correspondence, paying attention to detail. Ability to effectively present information and respond to questions from groups of professionals and the general public.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work as a contributing member of a team.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands to type or write; talk or hear; and drive to various worksites (may be required to drive in inclement weather).

NOTE:

The position is grant funded and may be terminated due to expiration of grant or lack of agency funds.

Please send cover letter and resume to the Executive Director, Michele Devine, at serac.ed@sbcglobal.net.

Closing Date: November 2, 2018.