

JOB POSTING: Region Program Coordinator

JOB DESCRIPTION:

The Region Program Coordinator will be responsible for overseeing coordination of activities in the north or south east region of CT, related to the deliverables of the SERAC Regional Behavioral Health Action Organization (RBHAO) Grant that is funded by the CT Department of Mental Health and Addiction Services. The Program Coordinator will provide assistance in the northern towns for community needs assessment, capacity building, primary prevention activities, and local prevention council activities.

The scope of the position includes working across the areas of mental health, substance use, and problem gambling. This will also include working across prevention, intervention, and treatment services. The Program Coordinator will work with multiple service providers, community groups, and diverse populations (across the lifespan).

This position will require travel in CT.

SUPERVISOR: The Program Coordinator will work under the general supervision of the Executive Director.

DUTIES AND RESPONSIBILITIES:

- Serves as a liaison between individual communities to facilitate needs assessment and local capacity building around behavioral health needs.
- Coordinate and/or attend various meetings including but not limited to Local Prevention Council meetings, and local coalition meetings and mental health groups
- Coordinates all tasks within the region related to the RBHAO Grant.
- Work with other staff to prepare strategic planning reports, Epi Profile report, MH and SA priority reports, as required under the RBHAO Grant.
- Enter data about activities into the DMHAS Reporting System.
- Attend trainings and present related workshops and power points to community groups.
- Ensures all deliverables are completed and submitted in accordance with the grant timeline.
- Assists the Director with the completion of other deliverables as assigned.
- Assists the Director with training and technical assistance to local communities and regional partners as assigned.
- Other duties as assigned by the Director.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in health-related discipline, with 3 years prior experience in prevention, community coordination and community outreach.
- Prior knowledge of mental health, substance abuse, and/or gambling across the lifespan is helpful.
- Ability to work with others and in diverse communities.
- Computer proficiency required, including knowledge of MS Word, Publisher, Excel and Power Point.

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).

JOB CLASSIFICATION:

- Full-time hourly position
- Commensurate with experience
- Travel will be reimbursed.
- Evening and Weekend hours may be required at times in this position.

NOTE:

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