

**re:MIND Depression and Bipolar Support
JOB DESCRIPTION**

TITLE: Contract Program Coordinator

REPORTS TO: Program Director

DUTIES AND RESPONSIBILITIES:

I. Manage Support Groups

- Manage all aspects of up to 25 support group site locations.
- Ensure progress notes and other data recorded in database.

II. Supervise Facilitators

- Responsible for the recruitment, training, coaching and supervision of all assigned facilitators.
- Perform evaluations/observations of assigned support group facilitators per protocol. Document in database.
- Document and maintain facilitator personnel files (paper and database).
- Assist in completion of quarterly chart audits.
- Receive, resolve, and document feedback from participants and facilitators of assigned group locations within 48 business hours of receipt.
- Review and process invoices for assigned groups.

III. Other

- Assist with any program related tasks as requested.

QUALIFICATIONS:

- Independent Clinical License: LCSW, LPC or LMFT in good standing with appropriate licensing board.
- 1-3 years experience in mental health field.
- Clinical knowledge of mental disorders.
- Clinical experience working with individuals and groups.
- Experience with leadership and supervision/evaluation.
- Knowledge of a wide array of community resources.
- Ability to work well in a small office; requires teamwork input and evaluation.
- Must have excellent organizational and critical thinking skills.
- Required: Computer skills in MS Office and ability to learn new programs.
- Work occasional weekends and evenings.

Physical Activities and Requirements of This Position:

Finger Dexterity:	Using primarily just the fingers to make small movements such as typing, picking up small objects, pinching fingers together
Talking:	Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly
Average Hearing:	Able to hear average or normal conversations and received ordinary information
Repetitive Motions:	Movements frequently and regularly required using the wrists, hands, and fingers
Average Visual Abilities:	Average, ordinary, visual acuity necessary to prepare or inspect documents or products or operate machinery
Physical Strength:	Medium work; exerts 50 lbs. of force occasionally, and/or up to 20 lbs. frequently, and 10 lbs. constantly

Mental Activities and Requirements of This Position:

Reasoning Ability:	Ability to deal with a variety of variables under only limited standardization. Ability to interpret various instructions
Mathematics Ability:	Ability to perform basic math skills, use decimals to compute ratios and percents, draw and interpret graphs and charts
Language Ability:	Ability to read a variety of books, magazines, instruction manuals, atlases, and encyclopedias. Ability to prepare memos, reports, and essays using proper punctuation, spelling, and grammar Ability to communicate distinctly with appropriate pauses and emphasis; correct punctuation (or sign equivalent) and variation in word order; using present, perfect, and future tense

SALARY AND BENEFITS: Contract rate commensurate with experience.
Full-Time

re:MIND is an equal opportunity employer.

This job description in no way states or implies that these are the only duties to be performed by the jobholder. He/she will be required to follow any other instructions or perform any other duties as requested by the organization. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.