

POSITION: Mental Health and Wellness Coordinator

STATUS: Full-Time, Permanent

DEPARTMENT: Public Policy

REPORTS TO: Prevention Services Manager

LOCATION: James Lovell St.

TRAVEL: 10-25% (Occasional)

COMPENSATION: \$42,000/Annually

Position Overview:

Support the efficient and effective day-to-day operation of programs of the Milwaukee County Substance Abuse Program (MCSAP) Coalition. Serves as a link to the MCSAP coalition to promote mental health wellness, while insuring increased collaboration between substance use prevention and behavioral health professionals.

Duties and Responsibilities:

- Coordinate strategic development for coalition which incorporate goals and objectives that support the strategic direction and mission of the agency and the Milwaukee County Substance Abuse Coalition.
- Ensure operation of MCSAP meets the expectations of its organizational partners, and funder.
- Coordinate compliance with program funding through strategic spending and budget tracking
- Create systems/processes to ensure all compliance indicators set by funder upheld
- Coordinate the planning, implementation and evaluation of behavioral health prevention activities and evidence-based training delivery.
- Monitor the day-to-day delivery of the MCSAP and develops activities to maintain or improve quality and meet the goals of funders.
- Deliver monthly and quarterly reports to convey member access, activities and outcomes.
- Provide detailed reports to partnering agency regarding health outcomes and activities.
- Outreach to community partners regarding coalition events in an effort to increase engagement.
- Determine capacity necessary for program delivery and coordinates staff and partners.
- Facilitate Mental Health Wellness workgroup, and drive member recruitment for the MCSAP Coalition
- Represent MCSAP at community meetings that correlate to funding source including Light and Unite Red, Mental Health Month, National Prevention Week, Recovery Month, Suicide Prevention Month and other public health and healthcare meetings.
- Assist in the creation and implementation of social media strategies and help to maintain an interactive website.
- Coordinate selection of outreach materials to promote mental health wellness and stigma reduction.
- Curate Mental Health Wellness contest and campaign.
- Represent MCSAP at community events and resource fairs.

- Maintain knowledge of current developments, best practices, new research, reports and trends regarding substance use prevention, adolescent well-being, mental health wellness, evidence-based practices and related issues.
- Identify community subject matter experts to provide training and/or technical assistance for prevention/behavioral health professionals and other stakeholders that is beyond the capacity of the Public Policy Institute at Community Advocates.
- Ensures training and project processes are collaborative and responsive to specific needs of stakeholders.
- Obtain certifications in Question Persuade Refer (QPR) and Mental Health First Aid (MHFA). *Certification is sponsored through Community Advocates
- Facilitates trainings using evidence-based practices and curricula to promote substance use prevention, mental health wellness, trauma informed care, including Question Persuade Refer (QPR) and Mental Health First Aid (MHFA).
- Other duties as assigned

Education & Experience Requirements:

- Bachelor's Degree in social work or other human services fields (Preferred) and 1+ years of experience
- OR, 3+ years' experience working in the mental health field
- Coalition work and substance use prevention preferred
- Strong written and verbal communication skills
- Excellent public speaking abilities
- Exceptional knowledge of Microsoft Office Suite applications (Word, Excel, PowerPoint, etc.)
- Ability to work occasional evening and weekend hours should trainings or community events occur outside of core hours of operation.

Qualifications/Skills:

- The ability to effectively present information and facilitate meetings.
- Strong organizational and time management skills, and the ability to maintain confidentiality of written and verbal information.
- Experience in professional networking—ability to maintain and cultivate relationships
- Multi-task and communicate with a broad range of coalition members.
- Must be able to lift 25 pounds