

Job Title	CQT Youth Program Coordinator
Reports To	Deputy Director, CQT

Job Purpose

The CQT Youth Program Coordinator is responsible for the coordination of department functions to include CSA, DJS and DSS report editing, tracking and dissemination, coordination of organizational feedback meetings, and managing a high-level collaboration for team deliverables, as well as participation in making site visits to mental health facilities across Maryland, conducting interviews with mental health consumers and producing accurate reports.

Duties and Responsibilities

- Make site visits to public mental health facilities around the state of Maryland, driving to sites and staying overnight as needed, and interview consumers using these services
- Write, review and edit *Site Visit Reports*, working to ensure reports are complete, clear and accurate
- Attend meetings with providers and funders
- Special projects including but not limited to: data and file management, training, publications and outreach
- Coordination of CSA Feedback Loop that includes a full cycle of CSA and CEO Response Reports, monthly feedback meetings, and CQT Team coordination
- Maintain filing systems, ensuring standardization, fidelity and confidentiality of program activities
- Develop staff enrichment trainings

Qualifications

- Must be a self-identified behavioral health consumer or family member
- Support the values of consumer self-determination and recovery and the involvement of consumers in service monitoring and quality oversight
- Self-motivated individual who displays initiative, good judgment and effective problem-solving skills
- Able to work a varying weekly schedule with frequent statewide travel, including overnights
- Flexible and able to adapt to changes as the program develops and grows
- Excellent oral and written communication skills. Good organizational and time-management skills
- Ability to manage multiple projects simultaneously while maintaining attention to detail
- Demonstrate strong interpersonal skills and ability to work with diverse groups of individuals
- Work effectively in a team environment as well as independently with limited supervision
- Maintain strict confidentiality
- Must have a valid driver's license, a clean driving record and a personal vehicle for use in making site visits
- Must submit to a background check
- General office skills and computer proficiency, including facility with Windows XP, MS Office Suite, Adobe Acrobat

Position Classification

Full time (35 hours per week), non-exempt. Benefits include vacation, sick, personal, and holidays, life insurance, short-term and long-term disability, 403(b) retirement plan, medical, dental and vision insurance, and health savings account.

General Conditions

- Monday through Friday, varying schedule. Evenings, including overnight work
- Prolonged periods sitting at a desk and working on a computer
- Reliable transportation
- Mileage reimbursement
- Must be able to lift-up to 25 pounds at times
- Attend trainings as required
- Weekly debrief meetings

Travel Requirement

Ability to travel throughout the State of Maryland

Flexible Work Arrangement

Position is FWA eligible and candidates should be prepared to work in the office location for this position as necessary.

Location

State of Maryland

How to Apply

Send a cover letter noting your interest with salary requirements and resume to jobs@mhamd.org.

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