Job Title: Substance Use Team (SUT) Program Coordinator, CQT
Reports To: Substance Use Team (SUT) Program Manager, CQT

Job Purpose
The CQT SUT Coordinator is responsible for the coordination of the CQT SU program to include planning and participating in site visits in substance use facilities across Maryland, conducting interviews and feedback meetings with behavioral health consumers, completion/tracking of SU team deliverables, and producing accurate reports.

Duties and Responsibilities
- Coordinate meetings with substance use facilities in Baltimore City and throughout the State
- Conduct site visits to public behavioral health facilities around the State of Maryland, driving to sites and staying overnight, as needed, and interviewing people who using the services
- Write, review and edit Site Visit Reports to ensure reports are complete, clear and accurate and submitting to the CQT SU Manager
- Attend meetings with community providers and the CQT program
- In coordination with the CQT SU Manager, coordinate LBHA Feedback Loop that includes a full cycle of CSA and CEO Response Reports, monthly feedback meetings, and CQT SU Team Member Coordination.
- Maintain data and filing systems, ensuring standardization, fidelity, and confidentiality of program activities
- Special projects including but not limited to: training, and community outreach

Qualifications
- Must be a self-identified behavioral health consumer with lived addiction experiences
- Support the values of consumer self-determination and recovery and the involvement of consumers in service monitoring and quality monitoring
- Demonstrate strong interpersonal skills and the ability to work with diverse groups of individuals.
- Must work effectively in a team environment as well as independently with limited supervision.
- Self-motivated individual who displays initiative, good judgment, maintains confidentiality and effective problem-solving skills
- Excellent oral and written communication skills
- Demonstrate good organizational and time-management skills
- Ability to coordinate multiple projects simultaneously while maintaining attention to detail
- Must be flexible and able to adapt to changes as the program develops
- Must have a driver’s license, clean driving record and personal vehicle for use in making site visits
- Must submit to a background check
- Must be able to work a varying weekly schedule with statewide travel, possibly including overnights
- General office skills and computer proficiency, including experience with MS Office, Adobe
Position Classification
Full time (35 Hours), non-exempt and benefits. 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
- Prolonged periods sitting at a desk and working on a computer
- Evening and overnight work will be required
- Mileage reimbursement
- Reliable transportation
- 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. Candidates should be prepared to return to work in the office location as necessary for this position. This position will remain flexible based on the needs of the grant. This includes a combination of work from home days, office days, and site visits. This arrangement is at the discretion of the Senior Director of CQT.

COVID-19 Requirement
All Consumer Quality Team (CQT) newly hired team members will be required to be fully vaccinated against COVID-19 and must provide valid proof of COVID-19 vaccination. Those who are unvaccinated at the time of hire must be vaccinated prior to their start date or submit the appropriate religious or medical exemption form and receive approval before their start date.

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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