



<b>Job Title</b>	Community Supports Program Coordinator – Dorchester County
<b>Reports To</b>	Chief Program Officer

### Job Purpose

The Community Supports Program Coordinator is responsible for facilitating various activities associated with the outreach, education, training, and information/referral services pertaining to Dorchester County's Coordinated Community Supports Program. This role encompasses the delivery of essential programs such as Teen Mental Health First Aid and Youth Mental Health First Aid. Additionally, the Coordinator oversees the coordination and implementation of a comprehensive prevention and mental health promotion initiative within Dorchester County.

### Duties and Responsibilities

- Obtain certification as both Teen and Youth Mental Health First Aid Instructor.
- Coordinate the certification process for other Teen and Youth MHFA instructors in Dorchester County.
- Partner with Dorchester County Schools to develop and implement a program for providing Teen Mental Health First Aid to all 10th-grade students during the 2024-2025 school year.
- Organize and lead Teen and Youth Mental Health First Aid Training sessions as part of the program.
- Engage with all Dorchester County schools and other community organizations to promote and adopt a prevention and awareness campaign for mental well-being among students, families and communities.
- Facilitate and participate in various training sessions, outreach events, and advocacy opportunities focusing on the importance of mental well-being for strong, stable families.
- Establish and maintain strong partnerships with experts, agencies, and service providers in behavioral health, physical health, social services, and other child-serving systems.
- Ensure awareness of available resources and services to support families in accessing necessary support.
- Advocate for families to be recognized as equal partners in seeking treatment, resources, and support related to their needs.
- Address public inquiries for publications, materials, and information related to mental health and well-being.
- Gather resources related to behavioral health, including expert lists and training suggestions covering various topics such as mental health, child development, trauma-informed care, and substance use treatment.
- Assist in implementing and collecting activity and evaluation data to assess program effectiveness.
- Collaborate across all MHAMD teams to support communication efforts related to community education, training initiatives, and other organizational activities.
- Perform other duties as assigned by the supervisor.

### Qualifications

- **Local Expertise:** Extensive knowledge and experience within Dorchester County, demonstrating a deep understanding of its geography, communities, and cultural dynamics. This includes having lived or worked in the county.
- **Cultural Competence:** Proven ability to embrace and include the diverse cultural identities present within the region, fostering an environment of inclusivity and respect.
- **Community Outreach Experience:** Minimum of two years of experience in community outreach or a related field, showcasing a track record of effectively engaging with diverse populations.
- **Training Experience:** Demonstrated experience in providing training to diverse youth and families, whether in large or small group settings.

- **Behavioral Health Navigation:** Understanding and experience in navigating behavioral health systems, with a preference for candidates who have served as caregivers navigating behavioral health services.
- **Technical Proficiency:** Proficiency in O365, Excel, Salesforce, SharePoint, project management tools, and learning management software is desired.
- **Effective Communication:** Exceptional communication skills, both oral and written, enabling clear and respectful interaction with individuals, families, providers, and community members. Building strong, trusting relationships and partnerships is essential.
- **Team Collaboration:** Ability to work effectively within a team environment, fostering collaboration and cooperation among colleagues.
- **Professionalism:** Maintains a high level of professionalism in all interactions and tasks.
- **Language Skills:** Multi-lingual proficiency is a plus, enhancing communication accessibility with diverse populations.
- **Problem-solving and Proactiveness:** Demonstrates excellent problem-solving skills and a proactive approach to addressing challenges and seizing opportunities.
- **Time Management and Organization:** Exceptional time management and organizational skills to effectively manage tasks and responsibilities.
- **Must Submit to a Background Check**

### Position Classification

Full time, 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

- **Flexibility:** Ability to accommodate flexible scheduling, including availability on weekends and evenings, to align with the needs of communities and families.
- **Physical Capacity:** Capability to sit or stand for extended periods as necessary to carry out job responsibilities effectively. Proficiency in lifting objects weighing up to 25 pounds when required to fulfill job duties.
- **Transportation Reliability:** Able to provide/access reliable transportation to ensure punctuality and accessibility to various work locations. Along with valid driver's license and active automobile insurance coverage.
- **Home Office Setup:** Availability of a designated home office space equipped for conducting confidential business, with secured access to high-speed internet for remote work.

### Travel Requirement

- Regular local travel throughout Dorchester County, with ability to travel throughout the State of Maryland and attend out-of-state conferences as required.

**EQUAL OPPORTUNITY EMPLOYER: MHAMD is an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by state or federal law.**