



Mental Health Coordinator
Job Description

Supervisor: Executive Director
Modified: March 18, 2024

Specific Responsibilities

The Mental Health Coordinator reports to the Executive Director of Upstream Prevention for supervision of efforts and activities. The Coordinator will also report to the Executive Committee and broader coalition membership of the Suicide Prevention Coalition as the liaison between the two entities. This role's primary focus is to continue to support mental health training and initiatives within Johnson County, including the Suicide Prevention Coalition.

The Mental Health Coordinator is responsible for the following:

- Recruit and retain a diverse and representative coalition membership base
- Assist with coalition processes including meeting and event agenda development, workgroup oversight, and sustainment activities
- Coordinate training of identified programs for community and focus populations, including the training of trainers for identified programs
- Coordinate with appropriate parties to ensure self and identified personnel are trained in supported curricula
- Ensure development and distribution of education, information and awareness materials, and media campaign materials
- Engage in outreach, networking, and partnership with key community organizations and represent Upstream at various community organizations related to mental health activities
- Assist with strategy evaluation, monitoring, and updated assessment processes
- Document and report progress, outcomes, and services provided on monthly, quarterly, or annual basis as required
- Assist with miscellaneous organizational tasks as needed

Qualifications

- Bachelor's degree in public health or allied disciplines
 - In lieu of a degree, professional experience equivalent of at least 2 years of professional experience with community-based or school-based prevention programs or related areas, preferably in the realm of mental health promotion or suicide prevention can be substituted
- Ability to work independently, often with sensitive information
- Comfort with public relations, outreach, and networking
- Strong task management abilities, including written and verbal communication skills
- Proficiency with Microsoft Office

Skills and Knowledge Required for the Position

To be successful in this position, the Coordinator must possess knowledge of (or be willing to be trained in) the Strategic Prevention Framework and stay up-to-date in the prevention science field through ongoing professional development. Additionally, the Coordinator must be up-to-date on the identified training and curricula, either as a trainer or advocate for implementation.

Travel Requirements

Regular in-state travel is required (primarily within Johnson County). Attendance at in-state and out-of-state professional development trainings and conferences may be required (as deemed appropriate and with appropriate notice).

Salary Range

Due to funding restrictions, this position currently has a maximum number of hours allowed and is a **part-time position**. The current hourly wage range for this position is \$23.00 – \$25.00 (equivalent to \$47,840 – \$52,000 if it were full-time). If additional funding for time is available in the future, this position may have the option to moving to full-time (pending funding availability and a discussion with the supervisor and/or Executive Director).

Work Hours

This position is a part-time position, budgeted to an average of 20 hours per week. This position is considered non-exempt, with detailed timesheets identifying the level of effort expended and activities required. Upstream's primary hours are between 9:00 a.m. and 4:00 p.m.; however, due to the nature of the work, it is likely that scheduled evenings and weekends are possible (as necessitated by task and with appropriate notice).

Employee Benefits

Staff are eligible for a phone and local mileage reimbursement on a monthly basis, access to a SIMPLE Retirement plan (with up to a 3% match from Upstream), paid time off, flexible hours, and supported professional development and growth opportunities. Upstream does not currently offer health insurance for staff, but instead offers a Health Reimbursement Account (HRA) administered through a third-party vendor. More information will be available to individuals if they receive a conditional offer of employment.