

Mental Health & Recovery Board
As Administrative Agent for Council for Union County Families
Council for Union County Families Executive Director/MOSAIC Project Coordinator

Please reply with resume and interest to: info@mhrbuc.org by 9/30/2021

DESCRIPTION

The Council for Union County Families Executive Director leads the Family and Children First Council in creating a vision, annual goals, and the services coordination mechanism for multisystem youth in Union County. This position also serves as the Mosaic Program Project Coordinator and is responsible for the oversight and supervision of the contractors and staff providing coordination of services and providing an evidence-based model for service coordination practice (High Fidelity Wraparound Process). The Project Coordinator will collaborate with partners in family-level teams and at the administrative level.

The Project Coordinator is responsible for all administrative and daily functions of the program including:

- Managing Service Coordinators, Parent Educators, and Parent Peer Supporters;
- Gathering outcome measures; Overseeing implementation of the SAMHSA SPARS (SAMHSA Performance Accountability and Reporting System);
- Gathering and assessing community needs;
- Assessing and providing support to families in crisis as needed;
- Assisting with/coordinating Multisystem Youth (MSY) funding applications;
- Attending regional and state Family and Children First meetings.

Additionally, the position will perform administrative functions such as:

- Process invoices, timesheets, contracts and other fiscal documents for contractors.
- Monitor Council for Union County Families funds and budget.
- Coordinate Council for Union County Families monthly meetings.
- Coordinate monthly Systems of Care Planning Committee meeting.
- Engage in Fidelity EHR data entry and oversight for Union County.
- Ensure documentation of services provided, including data entry into SmartCare claims system.
- Engage in regular consultation with the Wraparound Coordinator.
- Ensure that Early Intervention and Help Me Grow are implemented in Union County.

QUALIFICATIONS

- Bachelor's degree Social Work, Psychology, Counseling, or other related field.
- At least 2 years of relevant social service experience or related field work.
- Management and/or administrative experience.
- Strong public speaking and written communication skills.
- Ability to monitor, evaluate and analyze program development.
- Grant writing ability.
- Leadership training and ability.
- Motivational Interviewing skills.
- Ability to work independently and with a team.
- Experience in monitoring and collecting data and outcomes.

- Other qualifications may be considered as appropriate.

The Council Executive Director/Mosaic Program Project Coordinator will maintain 40 hours a week generally between the hours of 9am-5pm with the flexibility to shift hours to accommodate evening meetings. Remote work is possible for at least 20% of the position. Work location is flexible. Required travel throughout Union County for family-level meetings, community outreach, and administrative meetings. Regional training and some out-of-state travel for trainings and conferences may be required.

Salary range: \$56,000 - \$69,000 with standard county benefits (health insurance, PERS, dental, vision, vacation, and sick time)

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