

JOB DESCRIPTION – PROGRAM COORDINATOR

Mental Health & Recovery Board of Wayne and Holmes Counties

The Program Coordinator at the Mental Health & Recovery Board of Wayne and Holmes Counties (WHMHRB) shall be responsible for program planning and development, monitoring and reporting of outcomes and quality indicators, and coordination with partner agencies in the provision of mental health and addiction services including prevention, intervention, treatment, and recovery supports in adherence to ORC 340 and the mission, vision, and policies of the WHMHRB. Working under the direction of the Executive Director and reporting directly to the Associate Director, the Program Coordinator is a full-time, unclassified, PERS- and benefits-eligible position serving both Wayne and Holmes Counties. The Mental Health & Recovery Board of Wayne and Holmes Counties is an Equal Opportunity Employer.

Minimum Qualifications for Employment:

- Master Degree in relevant field (counseling, social work, or related) with current licensure preferred OR
- Bachelor Degree in relevant field (counseling, social work, or related) with current licensure and a minimum of 7 years of relevant work experience required.
- Excellent verbal and written communication skills.
- Ability to compile and analyze data and produce data-driven reports and recommendations.
- Must possess a valid driver's license and automobile liability insurance coverage.
- Ability to work independently and take responsibility for a range of special projects and assignments.
- Leadership and project management skills and the ability to work cooperatively with multiple organizations to benefit/promote the fields of mental health and addiction services, clients, and the Board.
- Strong administrative and organizational skills, typing proficiency, computer program/application proficiency (Microsoft Office, Windows, Excel, social media).
- Knowledge of and commitment to the fields of mental health and addiction, including prevention, intervention, treatment, and recovery preferred.
- Program planning and evaluation experience preferred.

General Planning – Will assist with program components as assigned in the following areas:

- General program development, management, evaluation, and monitoring for mental health and substance use disorder programs and services for adults and children in Wayne and Holmes Counties.
- Programmatic analysis and planning review of partner agencies' annual proposals.

- Consultation with contract agencies and other community partner organizations.
- Secure grants, respond to grant requirements, and provide grant monitoring.
- Work with the Executive Director and Associate Director to develop the Ohio Mental Health and Drug Addiction Services Wayne/Holmes Community Plan.
- Participate in annual agency contracting process, strategic planning, and report development.
- Political and legislative advocacy.
- Other duties and special projects as assigned.

Program Coordination:

- Program planning, development, monitoring, coordination, and management.
- Complete required program reports on all funded projects.
- Represent the Board at public/community events to promote Board programs. Coordinate and provide education and training in evidence-based practices (training to be provided).
- Lead/serve on steering committees and/or task forces related to programming and special projects.
- Provide ongoing evaluation of community needs and assessment of service provision. Assure that all required levels of care are being provided and that access to services is being facilitated.
- Conduct focused program reviews as needed/required.
- Maintain compliance with all State standards and regulations.

Operational Duties:

- Perform program audits of the contract providers as needed.
- Monitor the programmatic aspects of the provider contracts and annual application requirements.
- Coordinate within the Recovery-Oriented System of Care (ROSC) to assure that recovery supports including peer supports, employment, and housing are available, adequate, and accessible to persons with lived experience in Wayne and Holmes Counties.
- Review outcome data and quality indicators for contracted providers.
- Review provider incident reports.
- Provide coordination and oversight to the Board's State Hospital inpatient and forensic utilization and Forensic Monitoring Plan, including monitoring of census, cases, legal status, discharge planning, and clients' placement needs placement.
- Work with contract providers, out-of-county providers, and Boards to resolve service emergencies and assure clients receive needed services.

- Attend Board meetings and Board Program Committee meetings.
- Foster and maintain collaborative working relationships with community agencies, entities, and providers to support multisystem approaches to local needs.
- Collaborate with the Executive Director and Associate Director to provide program development analysis and recommendations.

Organizational Responsibilities:

- Attend meetings or functions as assigned by the Executive Director or Associate Director.
- Report to and be supervised by the Associate Director.
- Meet regularly with the Associate Director to determine and review progress regarding work assignments, planning goals, and evaluation approaches.
- Assist with general planning and management of the Board under the direction of the Associate Director or Executive Director.

Working Conditions:

- Typical working hours are 8am-4:30pm with some weekend/evening hours required (scheduled Board and committee meetings, scheduled community events, and/or as-needed)
- Comp time may be accrued and used in accordance with WHMHRB Personnel Policies.
- Will require some local (in state) travel.
- Travel and related expenses are reimbursed in accordance with the WHMHRB Personnel Policies.
- Perform the above listed duties and other duties as assigned under the general supervision of the Executive Director or Associate Director of the WHMHRB.