

# TRI-COUNTY HEALTH NETWORK



Position: Behavioral Health Program Coordinator  
Supervisor: Behavioral Health Programs Manager  
Status: Full-Time, Exempt

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## **JOB SUMMARY:**

Under the direction of the Behavioral Health Programs Manager, the Behavioral Health Program Coordinator is responsible for coordinating and facilitating the behavioral health programs administered by Tri-County Health Network (TCHNetwork). The Coordinator will support the education and outreach efforts of TCHNetwork related to mental health and wellness, including supporting community and youth coalitions, delivering evidence-based educational programs, and conducting outreach activities and presentations.

The Coordinator will engage with youth in area schools to encourage positive youth development and support youth in making positive choices. In addition, he/she will work with community members to build and sustain coalitions supporting youth. The Coordinator will provide evidence-based trainings related to mental health and wellness such as Mental Health First Aid, SafeTalk, Safe-2-Tell, and the National Alliance on Mental Illness Family-to-Family program and will support other behavioral health initiatives including integrated behavioral health care in local clinics and teletherapy services in the schools and community, as needed.

## **DUTIES AND RESPONSIBILITIES:** *May include the following, and other duties as assigned.*

1. Outreach to, educate, and organize the community-at-large to support positive youth development. This will include:
  - a. Conducting research about youth substance prevention practices and services
  - b. Organizing and facilitating community meetings regarding best practices for youth substance prevention and positive youth development
  - c. Participating in the development of marketing campaigns and outreach efforts to reduce youth substance use in our community
2. Outreach and facilitate school-based youth coalitions targeting positive youth engagement and development by:
  - a. Facilitating regular meetings with youth in area schools to plan youth activities supporting the community coalitions targeting youth
  - b. Collaborating with school staff and community members to support youth efforts in schools and the community
  - c. Working with youth to develop school and community programs to encourage prosocial involvement in school and community
3. Develop expertise in delivering and teach evidence-based trainings to support mental health and wellness in the community including: Mental Health First Aid, Youth Mental Health First Aid, SafeTALK, Safe-2-Tell, Family-to-Family, and others, as needed
4. Work with community and network partners to ensure that TCHNetwork's behavioral health programs are consistent and successful in the communities we serve. This may include:
  - a. Assisting with the facilitation of teletherapy in the community and area schools

- b. Supporting primary care clinics with integrating behavioral health services in their clinics
- 5. Supporting the overall mission of TCHNetwork. This may include:
  - a. Championing TCHNetwork as a community resource
  - b. Identifying, initiating, and deepening relationships with various community stakeholders
  - c. Attending non-TCHNetwork sponsored programs and events to better understand community interests and activities
  - d. Coordinating special community events
  - e. Assisting in the regular updating of the local Behavioral Health Resource Guide
  - f. Engage parents, schools, local providers in outreach and education
- 6. Participate in required trainings, continuing education requirements (as applicable), and monthly program calls. Disseminate notes to program team
- 7. Document efforts in the required management information system accurately and within prescribed timeframes
- 8. Assist with grant deliverables, program evaluation, and grant reporting requirements
- 9. Other duties as required to ensure the success of the program and TCHNetwork

## **SKILLS AND QUALIFICATIONS:**

1. Excellent verbal and culturally competent communication skills (in person, on the telephone, and through email correspondence)
2. Must have aptitude for computers, various software, and be proficient in MS Word, MS Excel
3. Willingness to work flexible hours (some nights/weekends)
4. Strong public speaking and presentation skills
5. Valid driver's license with reliable transportation and car insurance with the ability to travel up to 90 miles to perform duties related to this position

## **PERSONAL ATTRIBUTES:**

1. Must possess demonstrated ability to relate to individuals of varied ethnic and cultural backgrounds, ages, and economic circumstances
2. Trusted member of the community and ability to make new and lasting connections.
3. Ability to maintain client confidentiality
4. Ability to work in a fast-paced environment, remain calm under pressure, and be supportive of client needs
5. Advanced time management skills and ability to work independently
6. Strong work ethic, self-motivated, and collaborative style
7. Change agent demeanor; must be a flexible thinker, with an ability to quickly adapt to a changing environment
8. Ability to exercise forethought, to look ahead and anticipate events
9. Excellent critical thinking and consultative problem-solving skills
10. Ability to receive and utilize constructive feedback regarding performance and presentation
11. Must be able to lift 50+ pounds



**PREFERRED QUALIFICATIONS:**

1. Lived experience with mental health and wellness
2. Knowledge and experience working with individuals living with a mental illness
3. Resident of the community for at least the past 2 years
4. Knowledge and experience working in/with clinical or social service agencies in rural communities
5. Proven experience of successful engagement with youth in a variety of settings
6. Experience working with disadvantaged/underserved populations