

Job Title	Site Coordination Manager
PVN ID	HC-1707-001910
Category	Instruction and Social Service
Location	HUNTER COLLEGE
Department	
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Aug 31, 2017 (Or Until Filled)

General Description

About Us:

The New York City Mental Health Service Corps (MHSC) is a key initiative of Thrive NYC: A Mental Health Roadmap for All— a comprehensive public health approach to mental health designed to promote and protect the wellbeing of all New Yorkers. The MHSC fills the too long neglected gaps in mental health and substance use services throughout NYC by creating a corps of approximately 400 mental health clinicians placed in high-need communities. Through best practices and a better design of care, the initiative will increase the diversity of behavioral health clinicians in the workforce and strengthen care where it is needed the most.

MHSC focuses on the recruitment, training, and support of early career social workers, psychologists and mental health counselors to become fully licensed behavioral health clinicians with a specific focus on incorporating evidence-based practices in primary care and behavioral health settings throughout New York City. Through a structured supervision system and task-shifting model, clinicians are able to obtain advanced licensure through the MHSC and strengthen their own capacity to be able to provide sound behavioral health services in marginalized communities and populations. MHSC is a city-funded program housed under Hunter College, CUNY and the Research Foundation of CUNY. All MHSC staff are employees of the Research Foundation of CUNY.

For more information about Thrive NYC: A Mental Health Roadmap For All, visit <https://thrivenyc.cityofnewyork.us/>

Other Duties

Responsibilities:

The Site Coordinator Manager is responsible for:

Managing all MHSC participating sites across the 5 boroughs of NYC in primary care, substance use and behavioral health

- Overseeing recruitment, orientation, ongoing practice transformation, and monitoring of MHSC participating sites in conjunction with DOHMH and other stakeholders
- Coordinating the response to all site concerns, including but not limited to troubleshooting, site level-engagement with leadership, technical assistance and mitigation planning to re-balance workforce resources
- Analyzing, reporting and recommending solutions for identified site issues
- Assisting sites and providing guidance on Human Resources and Performance issues
- Establishing and overseeing the process for tracking Corps member's placement assignment and hours within clinical settings and supervision to support licensure
- Developing and collaborating on standards of work among interdisciplinary managers and site coordinators
- Working collaboratively to develop and support Quality improvement initiatives
- Providing direct supervision to site coordination team

Other Duties:

- Ensure that administrative and monitoring systems related to management of sites operate cohesively and efficiently
- Establish and maintain working relationships with program sites
- Other duties as assigned

Qualifications

Core Competencies / Qualifications:**REQUIRED:**

- Master's degree in Social Work, Psychology, Mental Health Counseling, Public Health or Public Administration or equivalent
- 3 + years' experience in the administration of a Primary Care, Behavioral Health or other Social Service Program
- Experience in collaborating with Human Resources, Labor Relations and Performance Improvement
- Must have good time management skills, work effectively in a fast pace environment, work well under pressure, and the ability to multi-task
- Excellent organizational skills. Must be detailed-oriented, flexible, creative, discrete, professional, diligent

- Excellent computer skills a must (MS office suite)
- Ability to work both independently, in group settings and with multidisciplinary teams
- Excellent communication skills (interpersonal, written, oral)
- Experience in providing presentations to providers and staff
- Must be willing to travel to MHSC selected sites on an as need basis. (Majority of responsibilities at MHSC Headquarters)

PREFERRED:

- Extensive knowledge of city-wide community resources and mental health systems
- Knowledge of Collaborative Care and/or Mental Health Treatment
- Bi-lingual and able to communicate in English and native or equivalent fluency in another language including, but not limited to, Spanish, Mandarin Chinese, Thai, Cantonese, Russian, Japanese, Korean, German, Greek, Italian, French, French-Creole, Portuguese, Hebrew, Haitian-Creole, Arabic, Egyptian, Hindi, Bengali, Punjabi, Polish, Serbian, Serbo-Croatian, American Sign Language, etc.