

Job Title	MHSC Site Coordinator
PVN ID	HC-1709-002090
Category	Instruction and Social Service
Location	HUNTER COLLEGE
Department	Mental Health Service Corps
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Feb 28, 2018 (Or Until Filled)

General Description

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 and licensed 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.

The Site Coordinator will be responsible for various aspects of administrative and onsite support of MHSC Corps members in addition to serving as liaison between clinics, Corps members and Project Administration.

Other Duties

- Under the supervision of the Site Coordinator Manager, the site coordinator identifies and implements improvements to optimize clinic management processes.
- Manage logistics of embedding corps members in the sites, problem solves issues that arise, provide

feedback to Site Coordinator Manager.

- Works closely with clinical teams along with coaches to manage expectations, address corps member or site staff issues, as well as monitor/verify work contributing towards clinical licensure.
- Utilize a wide range of tools to collect information, identify limitations and issues in current systems and processes, and recommend potential improvements to site coordinator manager.
- Coordinates with training specialists and site staff timing and locations of trainings and refresher courses.
- Supports collaboration of quality improvement initiatives through data collection, audit and tracking mechanisms.
- Assembles data and complete routine analyses for relevant reports.
- Generates and presents to site coordinator manager/project administrator reports on study progress, issues and successes.
- Facilitates cross functional team discussion and resolution when necessary.
- Troubleshoot technical or protocol questions with clinical sites or subjects in the field.
- Maintains organized records of all clinical and site correspondence.
- Provide guidance and training to new staff.
- Assist Site Coordinator Manager with protocol development and implementation of proposed monitoring plan.
- Supports site coordinator manager in building cross-departmental relationships.
- Serve as Site Coordinator Manager's Designee as appropriate.
- Plans, schedules and directs daily routines.
- Acts as a liaison with the New York City Department of Health and the Mental Health Service Corps.
- Escalate all concerns of Corps members to Senior Site Coordinator Manager.

Qualifications

- Bachelor's degree, Master's level candidates such as MPA, MPH, and MBA are a plus.
- Work experience commensurate with expectations of job functions.
- Ideal candidates have excellent organizational skills; strong verbal and written communication skills; ability to negotiate; and ability to work both independently and in team environment.
- Ability to prioritize and multitask.
- Must be willing to travel throughout the 5 boroughs of NYC.
- Enthusiasm for the Thrive NYC mission and expanding the behavioral health workforce is a must!
- Candidates with experience and knowledge of public health, public administration and program management are preferred.
- Knowledge of Mental Health and Primary Care treatment is preferred.
- Knowledge of city-wide community resources and mental health systems.
- Bi-lingual and able to conduct therapy in English plus another language including, but not limited to Spanish, Mandarin, 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.

For more information on MHSC, go to: www.hunter.cuny.edu/mhsc

