



Job Title: Mental Health Program Coordinator (Grant Funded)	FTE: 1.0
Salary: \$43,260 annually	Last Update: June 2024
Reports To: Director of Programs	Classification: Exempt

Empower House (formerly Martinez Street Women’s Center) provides community health services, youth development programs, and advocacy opportunities that are transformative and empowering for women and girls of color. We envision a world where all women and girls are empowered to transform themselves, their families and their communities.

The ideal candidate for this position can share their passion for grassroots community transformation and connect their volunteer or professional experiences to our mission. Our organizational philosophy is based on understanding the implications of the intersections of sexism, racism, and other forms of oppression for women and girls. Women, people of color, LGBTQ and nonbinary individuals are strongly encouraged to apply.

Empower House is seeking a full-time Mental Health Program Coordinator. We are growing our services to include counseling and we are looking for a passionate and experienced individual to effectively oversee, coordinate and grow the reach of our Mental Health Program, requiring a blend of coordination, communication, and relational skills to foster a supportive and impactful program for our community and alignment with Empower House mission, vision, and goals.

Key Responsibilities

- Coordinate and facilitate the mental health program.
- Coordinate with EHSA Community Health Manger, EHSA Youth Development Program Manager, and contracted Clinical Supervisor to manage social work interns.
- Collaborate with Empower House data coordinator to track program efficacy.
- Assist with the collection of data.
- Basic data entry.
- As needed, review existing forms and offer recommendations for improvement.
- Conduct assessments and screenings for clients referred to counseling services.
- Coordinate with providers to facilitate individual and group counseling sessions.
- Document services in a timely fashion.
- Provide referrals and coordinate linkage to outside resources as needed.
- Grow existing relationships and develop new university social work program partnerships to source social work interns.
- Attend in-service training, staff meetings and trainings.

- Support with monthly reports.
- Perform other duties as assigned.

Communication

- Uphold Empower House values of Solidarity, Empathy, Collaboration and Creativity.
- Exhibit excellent working relations with community members, visitors and staff.
- Demonstrates a willingness to cooperate and add to a positive team dynamic.
- Coordinate with Recruitment and Enrollment Coordinator to increase participation in mental health program.
- Lead and participate in outreach events and share program information with community members.
- Assist with program meetings and events; support staff with material preparation, registration, setup/clean-up and other duties.
- Present the Mental Health Program to community partners, school districts, and other partner organizations.

Preferred Qualifications

- Bachelor's degree in Social Work, Social Science, Humanities, etc.
- Passionate about social justice and community empowerment.
- Experience with program coordination and/or program development.
- Strong relational skills.
- Excellent verbal and written communication skills with exceptional attention to detail.
- Organized, independent, motivated, flexible, positive and team oriented.
- Demonstrated proficiency and ease in data entry and computer skills
- Must have the ability to thrive in a flexible, fast paced growth-oriented environment
- Bilingual.

Empower House provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. Empower House will provide reasonable accommodation for qualified individuals with disabilities.