Erasing the Stigma-Youth (ETS-Y) Student Education Coordinator
Mental Health America of the MidSouth
West Tennessee / Memphis

OVERVIEW

Mental Health America of the MidSouth (MHA) is a 75-year-old mainstay that provides an array of trainings, programs, and advocacy work to promote mental health and emotional wellness. This Nashville-based affiliate is the largest Mental Health America affiliate in the South. Programs focus on suicide prevention, anti-bullying in schools, multicultural outreach, support for Alzheimer's caregivers, mental health screenings, and more.

The Erase the Stigma Coordinator plans, implements, and tracks evaluations for the Erase the Stigma Program, I.C. HOPE program, which teaches students how to manage bullies, bad days, and negative emotions (i.e., anger management). The curriculum's age-appropriate lessons focus on eating disorders, body image, and suicide prevention. The Coordinator also makes presentations to civic and professional groups, and the position entails marketing/outreach to expand the program. When possible, the Coordinator will attend committees and coalitions that focus on children's mental and emotional health.

DUTIES AND RESPONSIBILITIES

- Networks and makes appropriate contacts with teachers and guidance counselors to schedule presentations
- Develops a working relationship with coordinated school health coordinators in the districts served
- Manages program reporting requirements
- Orders, prepares, and distributes educational materials as necessary
- Conducts self-scheduled Erase the Stigma Youth presentations to ages k-12
- Conducts Signs of Suicide (SOS) trainings for youth, parents, and teachers
- Administers pre and post-test surveys in addition to teacher evaluations
- Coordinates I. C. Hope mascot appearances and communicates with handlers when necessary
- Assesses unmet program needs and advocates for program changes in addition to the development to meet those needs
- Completes reports and budget requests in a timely fashion
- Works to ensure prompt entry of all database information
- Keeps a complete log of all contacts and purchase orders related to program
- Attends meetings relevant to program development and enhancement
- Train and recruit volunteers and/or interns for program presentation, including providing technical assistance to other organizations that license the program
- Staffs health fairs and exhibits, presents to children's mental health to various stakeholders, and supervises volunteers
- Communicates well with the Tennessee Department of Mental Health and Substance Abuse Services
- Additional Administration and School Correspondence when necessary
- Cross trains to execute other relevant trainings and other duties as assigned by supervisor

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job duties indicated is not to be an exhaustive statement and other job-related duties may be assigned as required by the supervisor(s).

REQUIREMENTS

- Bachelor's degree in social services or related field (i.e., social work, psychology, education)
- Experience in child welfare, child placements, family preservation and social service provision is desired
- Must be skilled at writing professional, thorough assessment reports
- Knowledge of Microsoft Office, Power Point, and similar software
- Experience in presenting to small and large audiences
- Excellent verbal and written communication skills
- Must be available during school hours, which vary for multiple school systems throughout the Middle Tennessee region, including the required travel time to arrive by the beginning of the school day
- Ability to lift 30 lbs, bend/squat repeatedly, and enthusiastically interact with children/youth
- Ability to function effectively independently and as part of a team
- Must have a valid driver's license, insurance, a clean driving record, and personal transportation
- Ability to travel and have reliable transportation
- Strong organizational, calendaring, and time management skills
- Candidate must pass a criminal background check that includes history of conviction of child and sexual abuse
- Candidate must demonstrate a commitment to comply with mandatory state reporting requirement for child abuse and neglect
- Excellent organizational, verbal, written, and interpersonal communication skills, and ability to prioritize duties in a fast-paced environment

SALARY, BENEFITS, AND APPLICATION

This position pays $45,000-$50,000 annually, to be paid semi-monthly. MHA offers excellent benefits that include mileage reimbursement, a 403B match, long-term disability, generous paid leave, etc. Interested applicants may send a cover letter and resume to Sarah Weyhmuller, Director of Operations, SWeyhmuller@mhamidsouth.org