MENTAL HEALTH ASSOCIATION OKLAHOMA
POSITION AVAILABLE

TITLE: Recovery Services Coordinator

DUTIES: Coordinator will be responsible for assisting with development, operation, and supervision of all programs within Recovery Services department. Position will provide supervision, training, guidance, support and oversight to staff and participants involved in program(s), events, and activities. Coordinator will monitor daily program practices and social events hosted by department. The Coordinator will be expected to assure service activities are effective models and demonstrate compliance with best practices and program evaluative goals. This position will lend expertise, information, and support to individuals and/or families contacting the Association needing various forms of mental health related assistance, e.g., crisis calls, referrals for service, initial mental health triage(s), as needed.

REPORTS TO: Director of the Recovery Services Division

MINIMUM REQUIREMENTS: Bachelor’s degree required, Master’s degree preferred (license or license eligible); degree in social work, psychology, or related field; must have experience in working with the mentally ill population and knowledge in the area of co-occurring disorders. Knowledge of community resources related to mental health, service options, and disability required; should have case management, crisis intervention and referral skills. Minimum of 3 years of managerial or supervisory exp. preferred. Good interpersonal and communication skills (both verbal and written) required.

SALARY: Competitive salary with comprehensive benefits package

HOURS: 8:30 a.m. - 5:00 p.m. Monday-Friday (some evenings and weekends).

SEND RESUME TO: Mental Health Association Oklahoma
Attn: Human Resources
1870 S. Boulder
Tulsa, OK 74119
Fax No. (918) 382-2491
E-mail: personnel@mhaok.org
Apply online at www.mhaok.org/jobs
NO PHONE CALLS PLEASE

CLOSING DATE: February 15th, 2016

The Mental Health Association Oklahoma is an equal opportunity employer.