



## JOB POSTING

### **Position title: Project Coordinator, Mental Health Awareness Training (MHAT) Project**

The Project Coordinator will use evidence-based training curriculums to expand the capacity of community service organizations in Nashville to identify mental health issues, de-escalate crises, and facilitate service referrals. This position will be responsible for training coordination, participant recruitment and engagement, data collection, and community outreach. This position will also serve as the primary training instructor for the MHAT Project. Overall, this position will oversee the day-to-day operations of the Mental Health Awareness Training project. Travel and some weekends and evenings required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following, other duties may be assigned:

#### **Duties and Responsibilities**

- Manages the recruitment and coordination of community partners for the purposes of providing trainings for partners' staff and other stakeholders.
- Oversees the implementation of evidence-based trainings provided to the community and partners, including: QPR, SafeTalk, Mental Health First Aid, ASIST, Nonviolent Crisis Intervention, and Crisis Intervention Team (CIT).
- Participate in train-the-trainer certification events both in and out of state for the purpose of being able to facilitate evidence-based curriculums.
- Facilitates training of those evidence-based trainings, either in-person or virtually.
- Attend community fairs or other events for the purpose of recruitment of community partners.
- Maintain updated records and reporting per grant requirements.
- Collect survey data from participants for the purpose of evaluating program effectiveness and training efficacy, and grant reporting.
- Communicate verbally and in writing in a professional, effective, and respectful manner.
- Work cooperatively with F&CS staff and community partners and volunteers.
- Ensure programs are operating in a manner that is responsive to the needs of clients.
- Play an integral role in the program PQI process.
- Ensure program outcomes are met.
- Attend scheduled staff meetings, trainings, and other agency/program meetings.
- Be available to appropriately respond to needs of stakeholders in a timely manner.
- Adhere to FCS policies and procedures.
- Any other duties deemed appropriate by the Director or other senior leadership.
- Reliable transportation required as the position requires travel to and from community partners, events, and trainings.
- Work a schedule approved by the Director that meets the needs of the community and completion of the deliverables of the grant. This will include some nights and weekends.

**Requirements:** This position requires a Bachelor's Degree in Social Work, Psychology, Counseling or related field and experience with training staff and/or staff development.

**Salary: \$50,000**

**Submit resume to [hrdept@fcsnashville.org](mailto:hrdept@fcsnashville.org)**