

POSITION SUMMARY:

Responsible for assisting in the community outreach and program initiatives that support minority populations, especially Hispanic individuals with mental illness and their family members, by engaging them in NAMI programs of support, education and advocacy, as well as specialized cultural programming to meet community needs.

KEY RESPONSIBILITIES:

- Assist Program Director in assessing the needs and determine ability to deliver services to targeted populations, including but not limited to the Hispanic Faith Based communities
- Establishes and maintains relationships with community partners in order to access population for programming
- Provides support to diverse populations especially Hispanic persons with mental illnesses and their family members
- Work with Family and Peer Education/Support Coordinator to provide culturally specific NAMI signature courses and Family and Consumer support groups within targeted communities
- Markets programs and services to Hispanic populations regularly
- Identify, recruit and retain volunteers for program events, family/consumer support programs, and support the overall work of MCO
- Assist with coordination and scheduling educational / informational workshops within targeted communities
- Represents organization by sitting on local committees, as assigned by Program Director
- Works collaboratively with all aspects of the organization to promote NAMI GC services and programs
- Complete all documentation, maintain demographic statistics of activities and report activities monthly on time sheet and in narrative report
- Attends all required health fairs, training and educational programs, as approved by the Program Director
- Assists in development of organizational policies and practices related to minority populations
- Interacts on a regular basis with staff, officials and the general public
- Supervise and support Hispanic MCO volunteer
- Assumes additional responsibilities and performs special projects with other targeted populations as needed or directed by Program Director

REQUIRED SKILLS

- Bilingual (Spanish)
- Ability to relate to persons of all ages from diverse populations
- Ability to represent the interests of persons with mental illness and their family members
- Proficiency with Microsoft Office applications and internet
- High attention to detail, follow-up, self-motivated, proactive, solution focused
- Demonstrated team ability to work within a team with volunteers and organization
- Ability to express self effectively and concisely, both orally and in writing
- Ability to manage multiple tasks while maintaining a professional demeanor
- Ability to tactfully and effectively deal with public and staff in a personable and professional manner
- Ability to work independently with general direction.
- Maintains a high level of energy and a consistent positive attitude

REQUIREMENTS:

- Bachelor's degree in social work or psychology
- Previous experience working with mentally ill individuals and their families
- Knowledge of, and experience working within communities including community-based agencies and institutions
- Valid driver's license and reliable transportation

PREFERRED REQUIREMENTS

- Supervisory experience or experience managing volunteers.

JOB CLASSIFICATION

This is Part-Time, non-exempt position. It requires evening and weekend availability and regular participation and attendance at organization sponsored events and meetings.

Applications are due by April 24th and should be sent to Liz Krull at lknull@namicleveland.org