Mental Health and Addiction Association of Oregon (MHAAO)
BHRC Program Coordinator Job Description

PAY SCALE: $23.00 to $30.21 per hour
FTE: 1.0 FTE (40 hours per week).
BENEFITS: This is a benefited position as outlined in the MHAAO Employee Handbook
TITLE: BHRC Program Coordinator
REPORTS TO: BHRC Team Manager
DEPARTMENT: Behavioral Health Resource Center

TO APPLY: Please submit a resume and cover letter by close of business December 22, 2022 careers@mhaoforegon.org. Persons of color, LGBTQIA+ and members of all other underrepresented groups are strongly encouraged to apply.

Job Summary: The Multnomah County Behavioral Health Resource Center (BHRC) is an innovative model that has been led by peers and centers its values in being trauma informed and equity based. The BHRC is a project of Multnomah County in collaboration with many community partners. The BHRC includes a Peer Run Day Center, 33 bed shelter with stays up to 30 days and a 19 bed bridge to housing program with stays up to 90 days for people experiencing houselessness and behavioral health challenges. The Day Center, scheduled to open in late fall 2022, is run by Mental Health and Addiction Association of Oregon and is staffed entirely by peers from 7 a.m. to 10 p.m. daily.

Job Description: The Program Coordinator works collaboratively with BHRC Program Director and Manager to implement program objectives. Supports the onboarding process of new peer support specialists specifically as it pertains the BHRC protocols and reporting and training staff regarding community resource connections. Assists Program Director and Managers to ensure the BHRC activities are in agreement with grant requirements. Facilitates/coordinates peer led support groups and workshops. Works intermittently as a peer support specialist as needed.

Requirements: As a Peer-Delivered Services organization, MHAAO has implemented a mandatory vaccination policy that requires all employees, interns, and volunteers to be fully vaccinated for COVID-19 as a condition of employment in accordance with current Oregon and Washington State laws. All new hires must show vaccine proof at time of onboarding. Accommodations for those with religious and/or medical exemptions will be reviewed.
Duties and Responsibilities:

- Work closely the Team Manager in collaboration with PSS team and assist with provider coordination and support the reporting and performance requirements.
- Responds to incoming BHRC general inquiries about the BHRC program.
- Provide onboarding support and modeling to other PSS’s when assigned by program managers.
- Community Outreach to potential referrers. Identify and engage possible referral providers, coordinate information sessions with PSS’s and referral sources, educate referral providers about peer support principles so that they can make suitable referrals within grant parameters. Cultivate relationships with outside agencies, including other peer delivered services agencies in the area.
- Organizes and supports the training of staff around. Organize scheduling of PSS’s to facilitate groups, maintains relationship with all Community Partners around daily activities within the BHRC.
- Stay updated/current on emergent and existing community resources available to PSS’s. Train and coordinate with the HMIS and Recoverylink databases. Locate Program Resources within Tri-Counties and staff with Directors. Serve as liaison for resource information for peer supports.
- Work collaboratively with MHAAO Admin team regarding service recipient funds.
- Stay updated/current on events/issues in the broader peer support community.
- Work collaboratively with MHAAO Admin team regarding BHRC donations.
- Communicate with all staff and supervisor in a timely fashion.
- Other duties as assigned.

Qualifications for Position: Identifies as having lived experience of addiction and mental health challenges. Understands the effect of trauma on health, coping, and other aspects of individual needs. Understands the principles of recovery, consumer-involvement and trauma-informed care.

Three to five years as a Peer Support Specialist/Certified Recovery Mentor or related experience and/or training: or equivalent combination of education and experience.

Skills and Knowledge Required: Ability to network and collaborate with diverse groups of people who have varied skills and knowledge. Ability to read, analyze and interpret mental health and recovery periodicals, professional journals, and government regulations. Well-developed writing skills including the ability to write for publication, and to create reports, technical assistance guides, and educational and training materials. Ability to respond to questions from other community organizations, consumers, and the general public. Must be proficient with Microsoft Office Suite.
**Personal Qualities:** The ideal candidate for this position is passionate about and committed to the MHAAO mission. Must be a good communicator and sensitive to various communication and learning styles. Is comfortable with the shared duties and daily prioritization shifts inherent to a small non-profit environment. Must have lived experience of mental health and addiction recovery. Possesses an absolute belief in every peer’s ability to learn, grow and recover. Possesses insight pertaining to personal biases and worldview and how they may interfere with effectively working with individuals representing a variety of cultural, ethnic, language and life experiences.

MHAAO strives to honor cultural and spiritual diversity in the communities we serve as well as honoring Voice and Choice through trauma-informed practices. Being committed to Social Justice means being committed to constantly assessing our organizational values and the extent to which we are modeling or falling short of them. It also means listening to feedback from our stakeholders and others who have interacted with our organization and taking the time to understand and reflect on those interactions. This commitment is extended from the organization, as well as each employee of MHAAO.

**Background Check:** A criminal background check will be conducted by MHAAO in accordance with the MHAAO background check policy. A criminal record does not necessarily exclude an individual from employment with MHAAO.

The above accountabilities represent work performed by this position and are not all-inclusive. The omission of a specific accountability will not preclude it from the position if the work is similar, related, or a logical extension of the position.

Employment with Mental Health Association of Oregon is "at-will." This means employees are free to resign at any time, with or without cause, and Mental Health Association of Oregon may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with Mental Health Association of Oregon for any set period of time.

Mental Health Association of Oregon is an Equal Opportunity Employer. Employment opportunities at Mental Health Association of Oregon are based upon one’s qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex, gender identity, pregnancy, childbirth or related medical conditions, national origin, age, Veteran status, disability, genetic information, or any other characteristic protected by law.

Employee Signature  Date

Supervisor Signature  Date