Mental Health Coordinator

Overview

Mixteca Organization Inc., is a 501(C)3 organization founded in 2000 in Sunset Park, Brooklyn, which seeks to support sustainable livelihoods for Spanish-speaking immigrants, regardless of status. Mixteca provides free and culturally-sensitive programming to respond to the host of critical health, educational, and immigration needs for Spanish-speaking families in Brooklyn and the broader NYC metropolitan area.

Job Summary

Mixteca is seeking an organized, detail oriented and energetic Mental Health Coordinator. The Mental Health Coordinator will work closely with the Director of Programs to lead activities for Mixteca’s Mental Health Programming. This is a full time position that will require flexible availability for weekday evenings and weekends.

Primary Responsibilities

- Work closely with the Director of Programs in implementing program policies and procedures, program development, conducting program quality assurance projects, and monitoring daily operation.
- Coordinate and support all mental health programming including DOHMH contracts.
- Design and implement a range of innovative healing spaces for immigrant communities.
- Develop advertising material such as flyers, posters, social media posts, etc. that is creative, effective, relevant and meets agency guidelines.
- Provide direct supervision to mental health counselor(s) and interns.
- Provide/coordinate weekly team consultation/interdisciplinary meetings.
- Provide direct care services to participants: developing assessments, individual and group counseling and review service plans as applicable.
- Maintain reports and administrative counseling records in accordance with agency standards, ensuring compliance with requirements and program policies.
- Assist in the collection and reporting of timely, accurate statistical data.
- Facilitate intra/inter agency referrals as necessary and advocate for participants with other community based organizations and government agencies as indicated.
- Assist the Director of Programs and other staff in the calendar of activities and support with stakeholder communications.
- Prepare documentation, presentations and general materials regarding Mixteca programming.
- Represent Mixteca and mental health needs in the Spanish-speaking immigrant community in stakeholder meetings, special events and communications, as recommended by the Director of Programs and Executive Director.
Qualifications

- Minimum of Masters degree in Social Work; Mental Health Counseling and/or similar field;
- 2-3 years of experience of providing mental health counseling services
- Knowledge on issues relating to immigration, community organizing or related fields, strongly preferred.
- A team player with the ability to work with diverse populations and socio-economic groups.
- Proactive administrator with good problem solving skills.
- Excellent verbal and written communication skills in both English and Spanish, with exceptional attention to detail.
- Strong outreach and interpersonal skills.

How to Apply

To apply please email your resume, a cover letter with salary requirements and a writing sample to info@mixteca.org. Include ‘Mental Health Coordinator-FULL NAME’ on the subject line.

Note:
Salary: $53,000 - $56,000
Generous benefits including 100% coverage on health insurance premiums are included, flexible schedules and generous PTD are included.
Applications will be accepted until the position is filled. Only those candidates under consideration will be contacted.