



## JOB POSTING

### **POSITION: Community Center Program Coordinator Part Time.**

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Do you want to work for a leader in Crisis Intervention and Community Resources who provides opportunities for professional growth? We are looking for a dynamic compassionate individual to work a flexible part-time schedule at our Community Center and Outreach Programs. The candidate will be trained and supervised on an ongoing basis to ensure their success. The successful candidate must demonstrate the ability to be a good communicator, well versed in computer data bases, a critical thinker and good collaborator. He or she will be working with a number of stakeholders in the community.

The Community Center Program Coordinator serves as the mentor for Help Network of Northeast Ohio's PEER support staff. The coordinator is responsible for assisting in the development of monthly group activities, calendars and outreach to group homes and all mental health providers to promote the center through community engagement and marketing. The coordinator provides monthly statistical reports for the Warmline, and the Commons at Madison. The Community Center Coordinator is responsible for administrative and management functions of programs, daily operation of services and reporting outcomes. Must be a qualified PEER Support Specialist. In this position the person will support individuals at the center who struggle with mental health, psychological trauma or substance abuse disorder, provides an advocacy role on the team. Approaches issues from a client perspective in order to provide recovery.

Help Network of Northeast Ohio began in 1971 as a Drug Information Line. Today it is 24 hours a day, 7 days a week Crisis Intervention/Suicide Prevention and Information and Referral Agency serving some 16,000 callers a month. Help Network provides 15 other programs throughout the Valley including Guardianship, Payeeship, serving Victims of Crime, Education and Prevention surrounding Mental Illness and Families with Children with Special Needs.

Help Network is certified by the Ohio Department of Mental Health and Addiction Services, with accreditations by the American Association of Suicidology (AAS), Association of Information and Referral Services (AIRS) and the Commission on Accreditation of Rehabilitation Facilities (CARF). Help Network is committed to high quality of services to meet the needs of the persons served.

To apply for this exciting opportunity please send a letter of interest and a copy of your resume to:

Todd Marian Chief Operating Officer PO Box 46 Youngstown, Ohio 44501

Or email [tmarian@helpnetworkneo.org](mailto:tmarian@helpnetworkneo.org)

Help Network Is an equal opportunity employer.