The Behavioral Health Network of Greater St. Louis (BHN) is seeking a Project Coordinator as part of BHN’s growing line of community initiatives. We are committed to having a diverse and inclusive workforce that represents the communities we serve.

The mission of Bridges to Care and Recovery is to mobilize clusters of churches in the African-American communities of North St. Louis City and County to support the behavioral health treatment and recovery of congregants and other community members with behavioral health concerns. To achieve this mission, Bridges staff work to: 1) develop and foster behavioral health friendly churches through training and coaching, 2) establish and nurture strong existing and novel relationships between the community and providers of physical and behavioral health and social services, and 3) implement and guide the “Community Connector” program to connect community members with behavioral health concerns to services addressing their needs through motivational interviewing and brief case management.

The Program Coordinator is responsible for project-related supervision of the Community Connector and will plan, analyze and evaluate programmatic data and propose data-driven enhancements within Bridges to Care and Recovery Program. This position will provide support to day-to-day functioning of each of the three above program areas and contribute to and implement the department-wide plans for the efficient and effective achievement of program goals.

**Essential Duties and Responsibilities:**
- Maintains communication with subcontracted provider (Behavioral Health Response) to ensure coordination of care and effective shared supervision of Community Connector role; Monitors and guides screening and engagement activities to ensure quality and procedural adherence.
- Ensures consumers engaged in Connector program receive appropriate services including effective outreach and engagement, face-to-face in community locations and through telephonic contact; Provides follow-up and aides in Connector facilitation of service linkage between consumers and service providers to ensure linkage occurs.
- Provides day-to-day oversight to Community Connector, including planning and leading weekly/bi-weekly case review/staffing to ensure progress toward client outcomes; Works in consultation with direct supervisor through sub-contractor, addressing concerns as needed.
- Accompanies Connector during consumer engagement contacts to gain understanding of agency approaches and ensure effectiveness, as needed; Trains staff in project procedures and outreach/engagement techniques.
- Ensures key documentation is received in a timely manner and completed within quality expectations; Ensures all documentation is accurate, up to date and submitted for entry into the Efforts to Outcomes tracking system.
- Provides program oversight, analysis of data and develops routine progress reports on key outcomes to ensure targets are being met and distributes to community stakeholders.
- Fosters and nurtures partnerships with faith-based organizations, treatment providers, and related programs to broaden support services for community members; Monitors the
availability and efficacy of community-based supports required by the Connector program.

- Writes, edits, and coordinates development of communication materials for Community Connector and church-related efforts; Promotes and markets programs to funding sources, community agencies, families and related groups.
- Participates in identifying funding opportunities and grant writing activities.
- Tracks invoices and services delivered through sub-contractors; Monitors and tracks expenditures to ensure expenses for the project are within budgeted guidelines; Ensures program supplies are obtained and requests submitted.
- Works with the Project Manager to coordinate and facilitate trainings; Actively engages with community organization participants in these group sessions to build rapport and engagement.
- Performs other duties as assigned.

Work Schedule/Environment:
This position will typically work between the hours of 8:00am – 5:00pm, Monday through Friday with some flexibility possible. Some evening and weekend hours will be required for standing and special events. Additionally, the applicant must be comfortable working in the communities served to include in-home/in-community and church visits.

Required Qualifications:
Bachelor’s degree required, Master’s degree preferred. 2 to 4 years of related experience working with health, behavioral health, or social service programs or project coordination required. Applicant must be extremely comfortable working with a broad range of diverse stakeholders in the community setting.

Excellent organizational skills and ability to self-manage multiple tasks and balance competing demands; Ability to take initiative and work autonomously; High attention to detail; Strong verbal and written communication skills and ability to communicate clearly and effectively in English, both orally and in writing; Strong group training and facilitation skills; Strong computer skills, particularly in Microsoft PowerPoint, Word, Excel and competence in learning new software; Strong customer service sensibility.

Preferred Qualifications:
Prior experience in coordinating multiple aspects of related programs and providing written progress reports; Monitoring and tracking of programmatic data and making decisions/leveraging data to benefit programmatic functioning; Familiarity with North St. Louis County and St. Louis City communities and resources; Understanding of the principles of case management and behavioral health treatments; Experience in grant writing and leveraging outcomes for funding development. Supervisory experience is strongly preferred.

Interested applicants please send cover letter/resume and salary requirements to bhn@bhnstl.org