

JOB OPPORTUNITY
Program Coordinator- Transition in Place (TRIP)

Mental Health America of the Heartland currently seeks a full-time (40-hours per week) Coordinator for its TRIP program. This program offers supportive housing in Topeka, Kansas, with potential expansion to other Kansas communities, to individuals upon discharge or diversion from a Kansas State Mental Health inpatient facility or a Nursing Facility for Mental Health.

Working with the local Community Mental Health Center (CMHC) and discharging facilities, the Program Coordinator shall

- Ensure referrals/admissions to TRIP are processed in accordance with the grant guidelines
- Prep and furnish apartments, and coordinate move-in for new residents
- Orient new residents to the program requirements and expectations
- Secure and provide services for mental health and/or substance abuse disorders and facilitate community integration
- Provide face-to-face support to residents on-site to assist them in maintaining housing and furthering their recovery
- Serve as a liaison between the residents and the landlords
- Maintain timely and accurate documentation, and assist with documentation and administration of the program

Job Qualifications include, but are not limited to:

1. Bachelor's Degree with an emphasis in social work/related field, or 2 years relevant experience in similar position, required
2. Prior work experience with persons with a mental health and/or substance abuse diagnoses, required
3. Experience working on a team with or in a CMHC, or similar provider, highly desirable
4. Travel to the main office in Kansas City, Kansas monthly or more often as needed, required
5. Valid driver's license with current car insurance and clean driving record, required
6. Proficient in utilizing Excel and Word software applications
7. Strong written, verbal and organizational skills
8. Must be self-motivated, detail-oriented and reliable

The position is hourly, non-exempt, with full benefits. The annual compensation range is \$27,040-\$29,120, depending on experience.

Mental Health America of the Heartland is an Equal Opportunity Employer. Mail, hand-deliver or email your cover letter with resume, salary requirements and completed application* to:

Mental Health America of the Heartland
739 Minnesota Ave
Kansas City, KS 66101
Attn: Human Resources -TRIP

Deadline: Until position is filled
No phone calls or faxes please.

Incomplete applications will not be considered.

* Application can be found on-line at www.mhah.org-click "Contact"