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<b>Job Title</b>	Project Coordinator - Mental Health Awareness Training Grant
<b>PVN ID</b>	LA-2301-005365
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Wellness Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$60,000.00 - \$65,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 30, 2023 (Or Until Filled)

## General Description

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### JOB SUMMARY:

The position of the Project Coordinator (PC) is a SAMHSA grant funded position in the Wellness Center within the Division of Student Affairs. This position will focus on Evidence based training initiatives on campus and more specifically implement the LaGuardia Mental Health Literacy & Crisis Intervention Prevention Program grant funded project, integrating this system into the colleges existing campus safety infrastructure. This position is supervised by the grant designated Project Investigator and engages with the Wellness Center staff and college community to facilitate, and assess suicide prevention initiatives. The candidate will collaborate with various divisions and departments at the University, but has most direct role within the Division of Student Affairs and Division of Academic Affairs. The position will engage in instruction and training; outreach; program development and supervision; and research and assessment related to Mental Health and Crisis Intervention Training.

### Project Summary

The proposed project seeks to utilize three evidence-based trainings as its main strategy of teaching mental health distress and crisis intervention. Trainees will be faculty, staff, and students at LaGuardia Community College (LAGCC) with a special focus on high-risk populations, including LGBTQIA students, students with disabilities, international and culturally diverse students, African-American students, and student veterans.

## Other Duties

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### Program Operations:

- Assist the Project investigator and CO-Project Investigator in fulfilling the requirements of the grant.

- Manage the engagement and training, and follow-up of faculty, staff and students at LaGuardia Community College
- Develop and implement ongoing program information and orientation sessions for the college community.
- Develop training calendar and project schedules and manage training and events calendar.
- Attend required national conference training along with Project Investigator and Co-Project Investigator.
- Deliver training in Mental Health First Aid (MHFA), QPR (Question. Persuade. Refer.), and CPI Nonviolent Crisis Intervention Training.
- Deliver training in Wellness Recovery Action Planning and Emotional CPR.
- Create and update a resource directory for use by the college community for mental health support for the student population.
- Maintain participation progress files, including the collection of data for reporting.
- Manage and report on the referral tracking protocols.
- Respond to requests from the community to join the program.

#### Outreach and Engagement:

- Seek appropriate avenues to promote the training calendar and project schedules.
- Coordinate outreach and manage the development of outreach materials such as flyers, brochures, and event promotional items.
- Maintain provider and participant database and create and deploy regular updates and other communication.
- Provide technical assistance on trainings offered, participation in the program, and reporting of program data.

## Qualifications

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- Master's degree preferably in Public Health, Higher Education, Psychology, Social Work, Counseling, or related field. Licensure and certification in MHFA, CPI and/or QPR preferred.
- 3-5 Years post masters experience in outreach and training in mental health and wellness initiatives.
- Must be able to work independently with minimal supervision