



**Title: MHANJ Coordinator of Hudson County**  
**Reports to: MHANJ Chief Administrative Officer**  
**Location: Hudson County in Person**  
**Salary Range: \$50,000-\$55,000 (based on experience)**

Hudson County Coordinator responsible for programs' supervision, development, implementation, outcome management, and daily oversight of the Hudson County programs including, but not limited to, Peer Outreach Support Team (POST) Surviving the Storm (Grief Support), and Specialty Projects.

**Responsibilities to Include:**

- Overall responsibility for all operation of programming.
- Identify, develop, and implement best practices for staff and consumers
- Implement strategies for success in participants' wellness and recovery
- Heighten involvement and participation in the recovery community; create partnerships with other like-minded and culturally informed organizations
- Assist and Advocate for consumers within the community to fulfill their goals and overcome their barriers to wellness
- Meet or exceed the outcomes established for the program (s)
- Maintain and submit quarterly reports, performance measures and reports, active/non active caseload, data management of group attendance and any other service delivery reports deemed appropriate by direct supervisor (s)
- Staff scheduling/Training Calendars and Care Management Responsibilities
- Outreach, engagement within behavioral health system of care to build long-lasting relationships
- A "hands on" approach with a comprehensive understanding of how to engage NJ's diverse communities and populations.
- Maintain confidential records and charts
- Any other duties that supervisor(s) deem appropriate

**Qualifications:**

- Bachelor's degree in human service field preferred
- Minimum of two years' experience in mental health and/or substance use, with experience in providing a person-centered approach in services and supervision
- Experience working in a grass-root non-profit environment
- Hudson County System and Resource Knowledge
- Knowledge of recovery-based concepts/wellness strategies
- Ability to work independently and as a valued team member
- Ability to Present self in a positive manner and reflect the values of MHANJ
- Exhibits enthusiasm, respect, adaptability, flexibility, and spirit of cooperation in the work environment. A strong sense of, and respect for confidentiality.
- Demonstrated knowledge of mental health, addiction and human services, and experience in the development and presentation of training
- Ability to work in a variety of settings with culturally diverse individuals and communities with the ability to be culturally sensitive and appropriate.
- Good communication and organizational skills.
- Valid NJ Driver's License in good standing & reliable transportation a must

*MHANJ is an Equal Opportunity Employer. We embrace and encourage differences in age, color, disability, ethnicity, gender identity or expression, national origin, physical and mental ability, race, religion, sexual orientation, veteran status, and other characteristics that make our employees unique. We encourage and welcome diverse candidates to apply for any position you are qualified for to bring your unique perspective to our agency.*