

Job Title: Mental Health and Wellness Program Coordinator

Position Description: Looking to make a difference in the health and happiness of your community? Ready for a rewarding job that combines hands on work and the option for exciting and impactful project management? Provide vision, strategy, and growth management of mental health and wellness services for the uninsured and underinsured to improve their quality of life. Duties include program oversight, developing services, strengthening relationships with social service agencies and wellness providers. Support patients directly with community resource navigation and wellness opportunities.

Tasks and Responsibilities:

- Answer program voice messages, screen potential clients for eligibility
- Assist Clinic patients in connecting with resources, including social support, networking, career exploration, and wellness programs.

- Initiate and set goals for program development in collaboration with Knox Clinic staff
- Provide community outreach and promote overall program to seek new and potential clients
- Promote program to community resources and social service agencies
- Maintain and update team on community referral information

- Establish/continue relationships with volunteer wellness providers
- Develop and oversee and promote the re-opening of wellness offerings
- Track and report services provided, volunteer hours, and number of patients participating

- Coordinate patient care with Clinician Coordinator
- Facilitate transition to electronic medical records in coordination with Knox Clinic staff
- Maintain records, track counseling hours, no shows, and number of clients seen

- Develop and track quality metrics for resource navigation and wellness services in collaboration with Clinician Coordinator

- Coordinate and conduct Mental Health & Wellness Steering committee meetings
- Prepare quarterly board reports
- Other tasks as needed

Qualifications: Bachelors degree in related field

Skills and Experience:

- Dedicated to the mission of the Clinic
- Experience in case management, community resource navigation and mental health services preferred
- Comfortable with diverse populations
- Capacity to efficiently prioritize tasks, work independently and on a team
- Lifelong learner
- Knowledge of, and respect for complementary/ alternative medical treatments
- Strong organizational, verbal and written communication skills
- Computer literacy and familiarity with word processing and spreadsheet software

Covid-19 Information: The Knox Clinic is committed to keeping their staff, volunteers, and patients safe and healthy during the pandemic. Covid-19 vaccination is required for all staff and volunteers.

Reports to: Executive Director

Hours: 16-32 hours per week, total to be determined in collaboration with staff. Flexible schedule, with Wednesday evening commitment

Compensation: \$20-\$30, dependent on skills and experience, potential for paid time off and other benefits dependent on hours. The Knox Clinic is an at-will employer

Please submit a cover letter and resume to: Executive Director Meredith Batley via email at meredith@knoxclinic.org

Our Mission: We are a volunteer based non-profit advocating for and providing free/low cost medical, dental, prescription assistance, mental health, and wellness services to the uninsured and underinsured in Knox County, plus our border towns. We believe everyone deserves access to quality care!