

Job Title: Mental Health Clinician 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 services for the uninsured and underinsured to improve their quality of life. Duties include providing direct patient counseling, developing services, and preparing for a transition to a community health center model.

Tasks and Responsibilities:

- Screen potential clients for eligibility, offer counseling options
- Conduct intakes and assessments of new patients
- Provide mental health counseling to patients
- Connect patients with Wellness and Resource Coordinator for resource navigation and wellness

- Establish/continue relationships with existing volunteer clinicians
- Coordinate placement of patients with volunteer clinicians
- Recruit new volunteer clinicians

- Initiate and set goals for program development in collaboration with Knox Clinic staff
- Develop and track quality metrics
- Facilitate transition to electronic medical records and billing in coordination with Knox Clinic staff

- Record and respond to messages
- Maintain records, and track referrals and volunteer hours for reporting purposes
- Coordinate program promotion, services, and patient care with Wellness and Resource Coordinator
- Coordinate and conduct Mental Health & Wellness Steering committee meetings
- Prepare quarterly board reports

- Serve as a Clinical Supervisor for graduate and/or undergraduate level student interns as appropriate
- Other tasks as assigned

Qualifications: Maine licensure as a Clinical Social Worker (LCSW) or Clinical Professional Counselor (LCPC). Clinical supervision may be available for applicants with conditional licenses.

Skills and Experience:

- Dedicated to the mission of the Clinic
- Able to provide mental health intakes and assessments
- Comfortable with diverse populations
- Supervisory experience preferred
- Capacity to efficiently prioritize tasks, work independently and on a team
- Lifelong learner
- 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: 16-20 hours per week, fewer or additional hours may be available if desired, to be determined in collaboration with staff. Flexible schedule, option to work partially remotely.

Compensation: \$26-\$37, dependent on skills and experience, retirement benefit, potential for holiday pay and paid time off 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!