

We house, feed, and support those in need with compassion and dignity.

Job Description

Title: **MH/SU Services Coordinator (2nd Shift)**
FLSA Status: **Full-time, Exempt**

Reports to: **Associate Director of Clinical Services**
EEO Code: **2**

Overview:

St Vincent de Paul, Louisville (SVDP) is one of the longest serving social charities in Louisville. Through our homeless shelters, supportive housing programs, professional case management, clinical services, after-school programming, Open Hand Kitchen, Food Pantry, and retail thrift stores, we house, feed, and support those in need with compassion and dignity.

Position Summary:

The **Mental Health/Substance Program Services Coordinator**, is responsible for developing program components, facilitating services, partnering with community resources and monitoring program performance to best address the mental health and substance abuse needs of homeless or formerly homeless individuals and families residing on St. Vincent de Paul's campus. This position requires knowledge of and experience working with homeless persons, chemical dependency, mental illness, community resources, and delivery of direct services to clients. **This position is 2nd shift.**

Essential Duties and Responsibilities:

- Provide direct services for SVDP clients through individual and/or group psychoeducational meetings and referral in addition to de-escalation and crisis intervention.
- Conduct mental health and/or substance abuse assessments for referral to MH/SU program clinicians and/or higher level of care.
- Facilitate topical psychoeducational group sessions surrounding mental health and/or substance abuse for SVDP clients
- Organize life skills groups, outings and enrichment programming
- Providing transportation to clients as applicable (Using SVDP Vehicles Only)
- Coordinate with external service providers to ensure accessible supportive services for clients with mental health or substance abuse issues
- Maintain appropriate documentation in the form of assessments, treatment plans and progress notes
- Maintain active communication with case managers and MH/SU clinicians regarding referred clients
- Participate in program activities to assist program staff in determining appropriate goals and services for clients and to guide/educate staff on mental health and substance abuse issues
- Collaborate with external agencies regarding specific client needs
- Attend staff meetings, case conferences and other relevant meetings pertaining to referred clients
- Serve as task supervisor, collaborate with and provide assistance to SVDP licensed clinical staff for Practicum Students.
- Assist in facilitating staff trainings surrounding mental health and substance abuse issues
- Work cooperatively with the MH/SU staff in assisting in the research and development of best practices within the mental health and substance abuse service field

- Assist the Associate Director of Clinical Services in monitoring expenditures of grant funds for program and client activities
- Provides assistance for training and support to SVDP staff in mental health and substance abuse to inform services and client interactions.
- Other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of the principles, philosophies, procedures, techniques and standards to optimize mental health and substance abuse practice
- Demonstrated ability to:
 - Analyze complex social problems and develop effective solutions
 - Interpret and apply a variety of legal/ethical requirements and policy standards
 - To select, supervise and evaluate the performance of others as required
 - To organize and maintain cooperative relations with community groups and other public and private agencies
 - To speak effectively and provide clear and concise written reports
- Excellent organizational skills including planning, budgeting and computer skills
- Demonstrated leadership qualities and management skills
- Extensive knowledge of community resources

Education, Qualifications, Certifications, Trainings, Licenses:

- Bachelor's (BSW), more advanced degree in social work or equivalent in a related field required
- Licensed Social Worker (LSW), more advanced licensure or equivalent through the state of Kentucky preferred
- Successfully pass any required pre-employment background and drug screening
- Commitment to the mission and goals of St Vincent de Paul
- Valid Driver's License

Reporting to this position: Practicum Students when applicable

Physical Demands/Effort/Work Environment:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.***

While performing the duties of this job, the employee is regularly required to operate a motor vehicle, talk and hear. The employee is regularly required to stand, walk, sit, use hands and fingers, and reach with hands and arms. Must be able to climb stairs. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The job may be performed in areas/neighborhoods that could be considered threatening. Work may occasionally be performed at night, on weekends, and in inclement weather.

The requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and duties requested by the supervisor. This job description is not a contract for employment. It does not alter or affect the "at-will" doctrine adhered to by SVDP.

Benefits/Additional Information:

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVDP's Section 125 Health and 401(k) Retirement Plans.

SVDP will conduct a thorough background investigation as part of its application process. Investigations are not limited to but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening, and a comprehensive criminal background check.

Apply online: www.svdplou.org

Email cover letter and resume to: mtull@svdplou.org

Mail cover letter and resume to:

St. Vincent de Paul Louisville
Attn: HR Director
PO Box 17126
Louisville, KY 40217-0126

SVDP is proud to be an Equal Employment Opportunity, Affirmative Action employer and absolutely committed to diversity. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.