

THE MENTAL HEALTH ASSOCIATION OF SOUTHEASTERN PENNSYLVANIA

# JOB OPPORTUNITIES

**WEEK OF JUNE 15, 2009**

**SERVICE DIRECTOR – THE WELL**

**Description:** FT (37.5 hrs.) Lead the development and service delivery of The WELL. The WELL is a new initiative that offers multiple services in one setting for adults in recovery from mental illness in the North Philadelphia Community. Working with adults, many of which are homeless, The WELL will work within the community to offer services that are educational, vocational and support the wellness and overall recovery of the participants. The WELL will have a strong recovery orientation that will include active leadership roles for participants in the design, implementation and evaluation of all operations.

A *well* is a source and reservoir of life that is used by individuals and a community to fill up and refresh. The new center envisioned by MHASP will serve as a *resource well* for people on the journey of recovery from mental illness to mental health. *The Well* will be a place where a community of peers, family members, and allies come together to fill up on and then to share the healing energies of hope, empowerment, opportunity, and authentic choice. *The Well* will also be a meeting ground where the recovery community connects to natural supports in the larger community.

Responsibilities include, but are not limited to:

Assist in the design and implementation of the Well Program. This includes the development of short and long term goals designed to meet funding objectives, the creation and implementation of program services, staff development, the development and implementation of service outcomes and office set-up.

The management and continued development of the Well Staff.

Develop and maintain senior level relationships with community groups, professional resources/associations and referral sources.

Perform other duties as assigned by the Division Director

**Location:** North Broad Street, Philadelphia

**Qualifications:** Bachelor's degree in Human Services/Social Sciences, Healthcare or a related field (or equivalent years of work experience) is required. Master's degree is

preferred. Minimum of at least 5-7 years management experience at a senior level and 7-10 years of relevant industry experience is required.

Working knowledge of multiple support systems and resources for persons with behavioral health needs and co-occurring disorder.

Fiscal budgetary experience is required. Excellent interpersonal, written and verbal communication and organizational skills required.

Demonstrated ability to work as a part of a team, motivate others and multitask is essential. Candidates must have excellent verbal and written communication skills. Valid driver's license and clean driving record required.

Certified Psychiatric Rehab Practitioner (CPRP) preferred. Familiarity and exposure with Philadelphia County officials and Department of Behavioral Health is preferred.

**Contact Information:** Please send resumes w/cover letter to: Human Resources, 12<sup>th</sup> floor, 1211 Chestnut Street, Philadelphia, PA 19107 or e-mail to: [hr@mhasp.org](mailto:hr@mhasp.org). No phone calls please. MHASP is an Equal Opportunity Employer, proudly embracing diversity in all of its services.

### **MANAGER/SENIOR MANAGER – THE WELL**

**Description:** FT (37.5 hrs.) We have an exciting opportunity for an experienced manager to assist in the development and management of the Well.

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Responsibilities include, but are not limited to:

Under the direction of the Service Director, assist in the design and implementation of the Well Program. This includes the development of short and long term goals designed to meet funding objectives, the creation and implementation of program services, staff development, the development and implementation of service outcomes and office set-up. The management and continued development of the Well Staff.

Assist with the development and maintenance of senior level relationships with community groups, professional resources/associations and referral sources.

Assist with the preparation and analysis of monthly service outcomes and performance data.

Practice and implement the principles of recovery, stages of change and peer leadership approaches.

Supervise the quality improvement and quality management process.

Perform other duties as assigned by the Service Director.

**Location:** North Broad Street, Philadelphia

**Qualifications:** Bachelor's degree in Human Services/Social Sciences, Healthcare or a related field (or equivalent years of work experience) is required. Minimum of at least 3-5 years management experience at a senior level and 4-7 years of relevant industry experience is required.

Working knowledge of multiple support systems and resources for persons with behavioral health needs and co-occurring disorder.

Excellent interpersonal, written and verbal communication and organizational skills required. Demonstrated ability to work as a part of a team, motivate others and multitask is essential. Candidates must demonstrate excellent verbal and written communication skills.

Valid driver's license and clean driving record required.

Certified Psychiatric Rehab Practitioner (CPRP) preferred.

Familiarity and exposure with Philadelphia County officials and Department of Behavioral Health is preferred. Perform other duties as assigned by the Service Director.

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## **SHELTER MONITOR – CONNECT-BY-NIGHT**

**Description:** PT position. This position is located in Delaware County. The Shelter Monitor for Connect-By-Night emergency shelter provides supportive services for persons who are homeless. This is an overnight, awake position. The Shelter Monitor effectively deals with crisis situations including medical and psychiatric emergencies, problems with premises and accesses resources of the mental health system and the community. He/she is able to work independently and interact effectively with participants of the program. Must maintain strict confidentiality regarding the names and information about residents and obtain releases where appropriate. Other related duties.

**Location:** Long Lane, Upper Darby

**Qualifications:** High school diploma or GED. One to three years related experience and/or training. Must be able to create, read and send e-mail through Microsoft Outlook calendar and work in an internet/intranet environment.

A valid driver's license in good standing and certified in Standard First Aid/CPR are required.

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phone calls please. MHASP is an Equal Opportunity Employer, proudly embracing diversity in all of its services.

## **PEER MENTOR – TRAIL GUIDES**

**Description:** FT (37.5 hrs.) Mentors are people who experience a mental health diagnosis and have found successful ways of coping with their own mental health issues and are now living successfully within the community. As such, they act as positive role models for young adults with a mental health diagnosis to help them to achieve their self-determined goals.

The Peer Mentor will form a friendly relationship with assigned clients and spend the agreed upon time together and help to enrich his/her life in the areas of constructive leisure activity, coping skills, and in their occupational and educational goals. These activities are based on the goals they have set during the intake process. He/She promotes positive role modeling, which is done through companionship and peer counseling through interaction with the consumer in the community (INVIVO).

The Peer Mentor will obtain a case load of program participants and meet with primary service providers and other support systems of the client to review the clients personal plans and to discuss the course of events since the client was assigned to support staff.

**Location:** Main Street, Norristown

**Qualifications:** High School Diploma or General Education Degree (GED) plus a minimum of two years related experience. Additional experience in the mental health field, and higher education a plus. Recovery from chemical dependency and working a recovery program is a plus. Must be able to create, read and send e-mail through Microsoft Outlook, create word documents in Microsoft Word, use Microsoft Outlook calendar and work in an internet/intranet environment.

This position requires being able to work flexible hours, which includes nights, weekends and holidays. Knowledge of the public transportation system and community resources is required.

The ability to travel in inclement weather and ability to walk extensively and frequently.

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## **OUTREACH CASE MANAGER – CONNECT**

**Description:** FT (37.5 hrs.). Provides case management services to consumers who need help with obtaining resources and services in the community, moving toward the most independent living situation possible, including planning and carrying out changes in the consumer's life.

**Location:** Long Lane, Upper Darby

**Qualifications:** Bachelor's Degree (B.A.) from four-year college or university; or one to two years related experience and/or training, or equivalent combination of education and experience. Must have the ability to operate agency van. Must be able to create, read and send e-mail through Microsoft Outlook, create word documents in Microsoft Word, use Microsoft Outlook calendar and work in an internet/intranet environment.

Valid and clean Driver's License, Certified in Standard First Aid/CPR

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## **SUPPORT STAFF – A NEW LIFE PEER RESOURCE CENTER**

**Description:** FT (37.5 hrs.) Support Staff understands the recovery principles and the stages of change. She/he effectively deals with crisis situations including medical and psychiatric emergencies, homelessness and accesses resources of the mental health system and the community. Support Staff also engages consumers in daily goal planning and encourages consumers to become involved in building community supports and to participate in advocacy groups. Maintains strict confidentiality at all times. Other related duties.

**Location:** 3119 Spring Garden Street

**Qualifications:** High school diploma or GED. One to three years related experience and/or training. Must be able to create, read and send e-mail through Microsoft Outlook calendar and work in an internet/intranet environment.

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## **SUPPORT STAFF – BRYN MAWR CONSUMER CENTER**

**Description:** PT position. Effectively deals with crisis situations including medical and psychiatric emergencies, homelessness, problems with premises, fire emergencies and accesses resources of the mental health system and the community. He/she refers complaints about the mental health system services to appropriate agencies and encourages consumers to advocate for improvement in the mental health system. Interacts effectively with consumers in the center and on the telephone by providing peer and mutual support, self-disclosure and encouragement where needed.

**Qualifications:** High School diploma or general education degree (GED); and one to three years related experience and/or training; or equivalent combination of education and experience. Must be able to create, read and send e-mail through Microsoft Outlook, create word documents in Microsoft Word, use Microsoft Outlook calendar and work in an internet/intranet environment. This position requires certification in Standard First Aid/CPR.

**Location:** 1001 W. Lancaster Avenue

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## **SUPPORT STAFF – LANSDALE PEER RESOURCE CENTER**

**Description:** PT (15 hrs. per week). The Peer Specialist understands the recovery principles and the stages of change. She/he effectively deals with crisis situations including medical and psychiatric emergencies, homelessness and accesses resources of the mental health system and the community. The Peer Specialist also engages consumers in daily goal planning and encourages consumers to become involved in building community supports and to participate in advocacy groups. Maintains strict confidentiality at all times. Other related duties.

**Location:** Lansdale

**Qualifications:** High school diploma or GED. One to three years related experience and/or training. Must be able to create, read and send e-mail through Microsoft Outlook calendar and work in an internet/intranet environment. Certified in Standard First Aid/CPR.

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## **SUPPORT STAFF – POTTSTOWN PEER RESOURCE CENTER**

**Description:** PT (24 hrs./week) Effectively deals with crisis situations including medical and psychiatric emergencies, homelessness, problems with premises, fire emergencies and accesses resources of the mental health system and the community. He/she refers complaints about the mental health system services to appropriate agencies and encourages consumers to advocate for improvement in the mental health system. Interacts effectively with consumers in the center and on the telephone by providing peer and mutual support, self-disclosure and encouragement where needed.

**Qualifications:** High School diploma or general education degree (GED); and one to three years related experience and/or training; or equivalent combination of education and experience. Must be able to create, read and send e-mail through Microsoft Outlook, create word documents in Microsoft Word, use Microsoft Outlook calendar and work in an internet/intranet environment. Must be certified in Standard First Aid/CPR.

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