



**TITLE:** Behavioral Health Manager  
**REPORT TO:** Executive Director (ED)

## **ABOUT SIPCW**

The Staten Island Partnership for Community Wellness (SIPCW) mission is to create a healthier Staten Island by bringing together partner organizations and community members to address pressing wellness needs and give all Staten Islanders a chance to live their best lives. The focus of our efforts is in communities and populations with the greatest health inequities such as BIPOC and LGBTQ+ identifying. SIPCW has extensive expertise in convening diverse community stakeholders, utilizing data to drive decisions, and identifying evidence-based strategies to collectively approach complex health issues for the most at-risk communities on SI.

## **ABOUT TYSA**

Established in 2011 as SIPCW's cornerstone project, TYSA, is a cross-sector behavioral health coalition of over 50 different partners from across the continuum of substance use and mental health. TYSA seeks to reduce youth and young adult substance use and promote mental health using a population-level approach by identifying gaps, aligning resources, facilitating collaboration among stakeholders, developing & implementing strategies, changing norms, and strengthening community assets. TYSA has a proven track record in following the evidence to improve health outcomes for young people. In 2018, TYSA expanded its mission and focus to include mental health in order to support an integrated behavioral health model.

## **GENERAL SUMMARY**

SIPCW seeks a **Behavioral Health (BH) Manager** to support TYSA's general day-to-day activities and organization of the coalition. This position will co-lead the coalition with another BH manager in developing and implementing strategies that will lead to long-term involvement of community institutions, organizations, and individuals in preventing and reducing substance use and promoting mental health. This position will also support additional behavioral health projects and initiatives as needed. The BH Manager will ensure that state and funding reporting requirements are complete, accurate, and submitted in a timely manner. When applicable, this position will communicate with clients/project officers and respond to requests.

## **JOB RESPONSIBILITIES**

Coalition Management/TYSA Support

- With the other BH Manager, work with the ED and coalition executive committee to provide strategic leadership to the TYSA coalition
- Convene, facilitate and support TYSA executive committee, steering committee, workgroups, and other meetings as assigned
- Plan, coordinate, and implement events, training, and technical assistance for the coalition and community members
- Work closely with the Evaluation Lead to develop an evaluation plan for coalition strategies
- Cultivate relationships with diverse community stakeholders and ensure community perspectives are included in TYSA processes
- Manage TYSA communication channels including Mailchimp and social media accounts



- Supervise TYSA interns and paid consultants

#### Project Management

- Ensure that grant strategies and/or deliverables are complete
- Track strategies and grant activities utilizing internal and external data tracking systems.
- Work with the Director of Operations and Contracts to manage the grant budgets
- Work with the Director of Operations and Contracts to prepare and submit vouchers and respond to funder requests as needed

#### Development

- Identify grant opportunities to expand and sustain coalition efforts
- Work with ED and Evaluation Lead on grant writing

#### QUALIFICATIONS

- Master's Degree in Public Health, Public Administration, Public Policy, Community Health or Social Work preferred; Bachelors required.
- 2 plus years of experience in Public Health or Non-Profit
- Evaluation experience and comfort level collecting and analyzing data
- Ability to work independently
- Proficient in Google Suite and in full MS Office package – Word, Excel, PowerPoint, and Publisher
- Detail oriented
- Excellent verbal and written communication skills
- Familiar with the Staten Island Community

**SALARY:** \$60,000 to \$70,000

**How to Apply:** This is a full-time position that may require some travel for trainings and conferences as well as night and weekend events. **Candidates interested in the position should send their cover letter and resume via email to Maralie Deprinvil at [maralie@sipcw.org](mailto:maralie@sipcw.org). Please include BH Manager in the subject of the email.**

The Staten Island Partnership for Community Wellness is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.