



## BEHAVIORAL HEALTH COORDINATOR POSITION DESCRIPTION

**TITLE:** Behavioral Health Coordinator

**REPORTS TO:** Behavioral Health Manager

### ABOUT SIPCW

The mission of the Staten Island Partnership for Community Wellness (SIPCW) is to promote wellness and improve the health of the Staten Island community through collaboration and a multidisciplinary approach. Improving community health is a collaborative effort, and SIPCW leverages trusted relationships to build coalitions to address SI public health issues. 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. TYSA seeks to reduce youth and young adult substance use, and improve mental health outcomes, 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.

### GENERAL SUMMARY

SIPCW seeks a **Coordinator** to support the Tackling Youth Substance Abuse (TYSA) initiative to support the general day to day activities and organization of the coalition. The coordinator will support the coalition in planning and implementing strategies that will lead to long- term involvement of community institutions, organizations, and individuals in the prevention and intervention of behavioral health issues. **\*\*This is NOT a clinical role.**

### Job Responsibilities:

- Work with TYSA staff, coalition members and grant project officers to meet grant deliverables and TYSA goals
- Collaborate with coalition members in strategic planning and developing and implementing a comprehensive plan
- Plan, coordinate and implement training and technical assistance for the coalition and community members
- Conduct literature/resource reviews to identify possible evidence based programs
- Work closely with evaluation coordinator and TYSA data workgroup to monitor and evaluate coalition strategies
- Coordinate and facilitate coalition meetings
- Cultivate relationships with diverse community stakeholders and ensure community perspectives are included in TYSA processes
- Work closely with the BH Manager to ensure grant strategies and deliverables are completed, including reports
- Participate in Staten Island collective impact and other relevant initiatives as assigned by project director

### Job Requirements:

- 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
- Verbal and written fluency in Spanish is highly preferred
- Ability to work independently
- Proficiency in full MS Office package – Word, Excel, PowerPoint, and Publisher
- Detail oriented
- Excellent verbal and written communication skills
- Familiarity with the Staten Island Community, particularly among the Spanish speaking undocumented immigrant population.

**Salary:** Range \$50,000 – \$55,000 commensurate with experience.

**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 Sean Ghazala at [sean@sipcw.org](mailto:sean@sipcw.org) and Ashley Owen at [ashley@sipcw.org](mailto:ashley@sipcw.org). Please include TYSA Coordinator 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.