

Job Title: Mental Health & Wellness Coordinator

Position Description: Provide and promote mental health and wellness services for the uninsured and underinsured to help each patient learn strategies and connect with resources they can use to improve their quality of life. Duties include providing direct patient counseling, and strengthening our relationships with clinicians, wellness providers, and social service agencies in the community.

Tasks and Responsibilities:

- Provide mental health counseling to patients
- Connect patients with other organizations for assistance with resources we do not provide directly
- Establish/continue relationships with volunteer clinicians, community resources and providers
- Conduct phone screenings, intakes and psychosocial assessments of new patients
- Coordinate placement of patients with volunteer clinicians
- Develop and oversee volunteer wellness offerings (reiki, chair massage, reflexology etc.)
- Maintain and update community referral database
- Serve as a Clinical Supervisor for graduate and/or undergraduate level student interns
- Maintain records, and track referrals and volunteer hours for reporting purposes
- Coordinate and conduct Mental Health & Wellness Steering committee meetings
- Prepare quarterly board reports
- Other tasks as needed

Qualifications: Maine licensure as a Clinical Social Worker (LCSW) or Clinical Professional Counselor (LCPC).

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
- Knowledge of, and respect for complementary/ alternative medical treatments
- Strong organizational, verbal and written communication skills
- Computer literacy and familiarity with word processing and spreadsheet software

Reports to: Executive Director

Hours: 20 to 30 hours per week, flexible, frequent Wednesday evening commitment

Compensation: Competitive, but no benefits. 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!