

Mental Health Project Coordinator

\$50,000-52,500 DOE, 100% grant funded through 9/29/2026

Position Status: Full-time

Since 2002, Cortland Area Communities That Care has put data at the forefront of public health work in Cortland County and Central New York. Our mission is to measurably improve public health through facilitation of targeted community driven initiatives.

CACTC is seeking a qualified candidate to fill the position of Project Coordinator as part of the three-year SAMHSA Mental Health Awareness Training project. The Cortland County MHAT Project is dedicated to enhancing mental health awareness for youth aged 13-18. The initiative aims to fill service gaps and amplify mental health knowledge through three core evidence-based programs: Youth Mental Health First Aid (YMHFA), SafeTalk, and Crisis Intervention Training (CIT).

General Statement of Duties:

The Project Coordinator, in collaboration with the Project Director and Mental Health Training Advisory Committee, will be responsible for the day-to-day management and implementation of the SAMHSA Mental Health Awareness Training project. This encompasses a range of activities including strategic planning, data collection and analysis, quality improvement, and reporting. The Coordinator will ensure the project remains aligned with evidence-based strategies and will continuously evaluate the project's impact and effectiveness.

Specific Duties or Typical Work Activities:

- **Training Implementation:** Oversee the rollout of three evidence-based trainings - Youth Mental Health First Aid (YMHFA), SafeTALK, and Crisis Intervention Training (CIT). Ensure trainings are effectively delivered in-person, virtually, or as a hybrid model based on community needs.
- **Resource Guide Development:** Create a comprehensive resource guide detailing local mental health professionals, hotlines, support groups, and other relevant services, ensuring trained individuals can effectively navigate the available resources.
- **Needs Assessment and Toolkit Development:** Collaborate with the advisory committee and evaluator to analyze results from the community needs assessment and, based on the findings, develop a Mental Health Training Toolkit available in print and online.
- **Targeted Training:** Prioritize mental health awareness training for first responders, parents of youth ages 13-18, teachers, caregivers, coaches, and healthcare professionals. Ensure these gatekeepers can identify and assist at-risk youth.

- School Collaboration: Work closely with school districts to enhance the synergy between schools and mental health agencies.
- Law Enforcement Training: Coordinate YMHFA and CIT training for local law enforcement and other first responders to improve their response during mental health crises.
- Evaluation and Data Collection: Collect both quantitative and qualitative data on training impact and effectiveness. This includes pre- and post-training surveys, focus groups, interviews, and the New York Youth Development Survey (NYYDS).
- Cultural and Linguistic Appropriateness: Ensure all initiatives adhere to the Culturally and Linguistically Appropriate Services (CLAS) Standards. This includes providing language assistance, tailoring materials for cultural relevance, and actively involving community members.
- Community Assessment and Partnerships: Conduct a comprehensive community assessment of mental health services and organizations within Cortland County. Forge partnerships with local entities like mental health providers, schools, and faith-based organizations.
- Online Platform Creation: Establish an online platform dedicated to mental health awareness training, fostering enhanced communication, collaboration, and resource sharing.
- Social Media and Marketing: Utilize social media platforms to disseminate mental health information, resources, and events. Design tailored campaigns to promote behavior change and reduce stigma.
- Resource Referrals: Enhance existing referral mechanisms, ensuring they cater to diverse populations.
- Miscellaneous: Complete other duties as assigned by the Project Director or relevant authority.

Qualifications:

- B.A. or 3 years cumulative experience in community engagement, behavioral health or program coordination required. A degree in public or community health, social work, sociology or related field. M.A. preferred.
- Advanced facilitation skills
- Excellent interpersonal and communication skills (oral and written)
- Ability to work in an interdisciplinary team
- Strong organizational and multitasking skills.
- Flexibility and adaptability to shifting priorities and deadlines
- Prior experience and/or interest in the field of behavioral health
- Familiarity with community resources
- Understanding of health equity and cultural diversity
- Experience with Google Suite, Zoom and Microsoft Office
- Prior training in Youth Mental Health First aid a plus

Working Conditions:

- This is primarily an in-person position with some flexibility of schedule and hybrid options available.
- Local travel required with ability to independently travel around the county. On occasion, there will be outside of county travel for training opportunities or other work related meetings.
- Some evenings and weekends may be required to attend community events.

This description is not meant to be an all-inclusive list of duties and responsibilities but constitutes a general definition of position scope.