

MENTAL HEALTH ASSOCIATION OF ORANGE COUNTY

JOB DESCRIPTION

TITLE: EDUCATION SPECIALIST, WELLNESS CENTER

SUMMARY:

Under the direction of the Program Director, the Educational Specialist is responsible for promoting educational opportunities to mental health consumers.

REPORTING RELATIONSHIPS:

This position reports to the Program Director.

STATUS: Part-time (20 hours per week), Non-exempt

DUTIES AND RESPONSIBILITIES:

Essential:

1. Implement education programming to ensure desired outcomes are met.
2. Responsible for developing documents for data collection to support outcomes.
3. Establish a working relationship with Community Partners such as educational sites' outreach specialists to coordinate campus tours and admission presentations.
4. Facilitate groups on educational preparedness and skill building.
5. Follow up with members after placement and provide needed support to promote retention.
6. Explore and identify non-traditional education and learning opportunities for members.
7. Create and maintain a safe, supportive, and accepting environment for consumers.
8. Attend weekly staff meetings and other designated meetings.
9. Adhere to agreed upon schedule coordinated with the Program Director.

Secondary:

1. Perform other duties as assigned by Program Director and/or Assistant Program Director.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree in Social Work or related field, or a minimum of two years' experience in a social service setting.
2. Two years working with homeless and/or psychiatrically disabled persons.
3. Knowledge of severe mental illness and its symptoms.
4. Bilingual (Spanish/English or Vietnamese/English) knowledge is preferred.
5. Possession of or ability to obtain a California Driver's License and maintain a driving record meeting with agency insurance requirements.

PHYSICAL DEMANDS:

1. Sit in a stationary position at least 60% of the time.
2. Frequently move about the office to access file cabinets, office machinery, etc.

3. Ability to operate a computer and other office productivity machines, such as a calculator, copy machine, fax machine, scanner, and computer printer.
4. Must have the physical dexterity to type at minimum 50 WPM.
5. Ability to lift up to 20 lbs.
6. Communicate daily with Consumers, staff and outside resources that have inquiries; must be able to exchange accurate information in these situations.
7. Occasionally transport clients in personal and MHA vehicle.

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The Mental Health Association of Orange County is an equal opportunity employer. We encourage all qualified individuals to apply for open positions regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other legally protected status.