



## EMPLOYMENT OPPORTUNITY

**Date:** November 2021  
**Job Title:** SMHRTC Outreach Specialist  
**Program:** MHANYS' School Mental Health Resource and Training Center  
**FLSA Status:** Exempt

### Summary of the Position

Reports to the Director of MHANYS' School Mental Health Resource and Training Center. This position has program delivery responsibilities, which includes outreach, technical assistance and delivery of trainings as assigned. This position will also participate and contribute to enhancing an office culture that is culturally respectful, client-centered, outcome-oriented and dedicated to continuous quality improvement.

### Essential Duties & Responsibilities

- Provide trainings and program support for the delivery of MHANYS educational programming, specifically for members of the Hispanic and Latinx community.
- Lead effort to develop and implement culturally and linguistically appropriate content for MHANYS' mental health education materials, visual aids, presentations, and group settings.
- Coordinate outreach and engagement activities designed to reach the diverse communities of NYS.
- Deliver the following courses: suicide prevention, MHFA (modules assigned), Advocacy, De-Escalation, and other training in Spanish and English on a routine basis.
- Attend community and workplace meetings, health fairs, and workshops as assigned.
- Provide trainings and presentations as assigned.
- Function as a MHANYS Trainer.
- Other duties as assigned.

### Knowledge, Skills & Abilities

- Professional, yet engaging, training style both in-person and online.
- Ability to:
  - a. work independently and collaboratively;
  - b. create, compose, and edit written materials;
  - c. gather data, compile information, and prepare reports; and
  - d. meet tight deadlines.
- Innovative and critical thinking skills necessary.
- Strong interpersonal and communication skills (written and verbal) and ability to work effectively with a wide range of constituencies in diverse communities.
- Ability to promote principles of recovery and cultural competency.
- Possess professional demeanor and commitment to high quality of service.
- Strong computer skills. Familiarity with online presentation/conferencing platforms, project management systems and MS/Google systems.

### Education and/or Experience

Bachelor (or higher) in human services/helping professions or 3-5 years related experience. Direct work/care/support with children (K-12 age) experience but not necessarily in schools - CBOs, healthcare, education-adjacent institutions. Demonstrated fluency in English and Spanish (spoken/written) and training/presentation experience required. MHANYS is committed to workforce diversity. EEO.

**Location:** MHANYS is currently a hybrid office. Ability to work in Albany required.

**Submit Cover Letter and Resume to** [jmalatino@mhanys.org](mailto:jmalatino@mhanys.org) By December 13<sup>th</sup>.