



William T. Gettman, Jr., MPA  
*Board Chair*

Glenn Liebman, MA  
*CEO*

## EMPLOYMENT OPPORTUNITY

**Date:** February 2023  
**Job Title:** Project Specialist, tMHFA  
**Program:** Teen Mental Health First Aid  
**FLSA Status:** \$54,000 plus benefits

### Summary of the Position

Reports to the Project Director. This position supports the day-to-day details of MHANYS state-wide teen Mental Health First Aid (tMHFA) grant project. This support includes coordination of the certification process of tMHFA trainers, maintaining a network of tMHFA trainers who directly train teens, outreach and collaborate with schools state-wide for trainings, and offer youth MHFA (YMHFA) trainings at school sites as needed.

The responsibilities of this forward-facing position include supporting the fulfillment of project deliverables, outreach, training, and data collection. This support 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. Please see link below for a description of the tMHFA program:

[www.mentalhealthfirstaid.org/wp-content/uploads/2023/02/MHFA\\_Teen\\_Flyer.pdf](http://www.mentalhealthfirstaid.org/wp-content/uploads/2023/02/MHFA_Teen_Flyer.pdf)

### Essential Duties & Responsibilities

- Support a team of MHANYS trainers to delivery tMHFA program.
- Assist with outreach and customer service.
- Collaborate with MHANYS Production and Administrative staff to meet all operational and logistical needs of the project.
- Attend community, school and workplace meetings with the Project Director throughout New York State, both virtually and in-person.
- Other duties as assigned.

### Knowledge, Skills & Abilities

- Ability to:
  - a. work independently and collaboratively;
  - b. assist with the creation, composition, and editing of written materials;
  - c. gather data, compile information, and assist with the preparation of reports;
  - d. monitor and alert tMHFA staff on all grant deadlines;

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194 Washington Avenue • Suite 415 • Albany, New York 12210-2314  
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- Critical decision-making skills are 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.

### **Education and/or Experience**

Requirements include:

- BA or related degree in human services/helping professions or 8+ years related experience.
- Able to assist with the fulfillment of grant project deliverables.
- Able to assist with coordination of tMHFA team with multiple agencies (e.g., government, school, community).

**MHANYS is committed to workforce diversity. EEO.**

**Location:** MHANYS is based in Albany, and we currently employ a hybrid office model - allowing for remote work while maintaining in-person work, as required.

Submit **COVER LETTER AND RESUME** to [mhfa@mhanys.org](mailto:mhfa@mhanys.org).