



SOCAT Youth and Young Adult Coordinator

Job Description

Employing Agency: Tennessee Department of Mental Health and Substance Abuse Services

Title of position: System of Care Across Tennessee (SOCAT) Youth and Young Adult Coordinator

Position Summary:

The purpose of this position is to plan and coordinate youth and young adult empowerment activities. The overarching goal of the position is to enhance youth and young adult involvement in the improvement of the mental health and substance abuse systems and services. This is accomplished by developing young adult leaders, organizing community education and social marketing activities, participating in councils/committees, and conducting public speaking activities around the state. Key to this position is coordinating leadership skills trainings for young adults and guiding them in their efforts to support community awareness of the stigma often associated with youth in the system including systems of mental health, substance abuse, child welfare, and juvenile justice.

Description of duties and responsibilities: Responsible for assisting the SOCAT Project Director in coordinating all youth and young adults related program activities, including planning, support, and implementation.

- Support and be a resource for youth and youth-serving organizations modeling listening, collaboration, and teamwork
- Commitment to system of care principles and to working effectively as a part of a team
- Communicating issues important to youth and young adults and the policies and practices that affect them. This individual works with all SOCAT staff to inform program decision making and implementation. Responsibilities also include developing programs for young people to facilitate their involvement in the development of the SOCAT Initiative
- Assist in coordination of logistics in large, statewide youth-driven projects

Qualifications for position:

- High School diploma or equivalent required, Associate's degree preferred
- At least one (1) year of work experience required

- Non-profit organization experience, volunteer coordination and work history within child serving systems strongly preferred
- Ability to become a Certified Peer Recovery Specialist

A Certified Peer Recovery Specialist (CPRS) is someone who self-identifies as having lived experience with a mental health, substance abuse, or co-occurring disorder. In addition, a CPRS has completed specialized training recognized by the Tennessee Department of Mental Health and Substance Abuse Services on how to provide peer recovery services based on the principles of recovery and resiliency.

Supervisory relationships: Supervised by SOCAT Project Director

Skills and knowledge required: Ability to learn about and gather resources for youth and young adults with mental health challenges, including those with experience with the juvenile justice, education, and other child-serving systems. Strong desire to help and support youth and young adults with mental health challenges. Excellent communication, organizational, problem-solving/creative thinking skills. Demonstrated ability to work independently and efficiently. Effective computer and writing skills.

Personal qualities: Engaging, inclusive, passionate

Amount of travel and any other special conditions or requirements: Applicant must be willing to travel locally, regionally and statewide to meet specific job requirements. A moderate amount of travel is anticipated for this job.

Salary range:

Hours per day or week: 37.5 per week

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Scope of Responsibilities

Systems Level

- Work with Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS) staff, and other key partners to identify system opportunities and challenges in the area of youth-driven process
- Work with TDMHSAS staff, and other key partners to develop and carry out solutions/action steps to take advantage of opportunities and overcome challenges
- When facing barriers, seek advice and support from TDMHSAS and other partners
- Assist in coordination of logistics in large, statewide youth-driven projects
- Work with Project Director and Lead Evaluator to ensure evaluation activities are youth-driven
- Ensure youth and young adults are engaged in all aspects of the grant, including service delivery, planning, evaluation, and outreach efforts
- Assist in the development of the Certified Peer Recovery Specialist-Transition Age (CPRS-TA) designation, assuring it has youth voice
- Work with TDMHSAS staff to develop a statewide network for youth and young adults who have been trained as a CPRS-TA
- Provide resources and support to CPRS-TA, including trainings, suggestions for continuing education credits, and technical assistance

Community Engagement - Locally

- Educate communities on youth development, importance of youth voice, and best practices for engaging youth in services
- Assist communities in developing local youth and young adult councils
- Coordinate recruitment efforts through social media, events, conferences, etc.
- Participate in conference presentations focusing on youth development and engagement
- Coordinate annual events including a Youth Conference/Summit

Community Engagement – Nationally

- Act as liaison with Youth Motivating Others through Voices of Experience (MOVE) National, connecting regularly to keep up to date and becoming educated on resources and distributing information as needed.
- Participate on the Statewide Young Adult Leadership Council

Youth Support

- Guide and support youth in their leadership roles, working with them to plan and problem solve
- Train and support youth to participate in conference presentations
- Coordinate leadership skills trainings for young adults, educate them on the importance of youth voice, the impact youth-voice can have, and how to use their voice to improve services and systems

Council on Children's Mental Health

- Represent the youth voice at the Council on Children's Mental Health (CCMH) and the Youth Transitions Advisory Council (YTAC)
- Present and provide updates on youth development and engagement at CCMH meetings, getting input from council members

Agency Related Responsibilities

- Approve and submit stipend & mileage reimbursement reports.
- Meet with SOCAT Project Director regularly but at least weekly to discuss progress, plans, concerns, issues, etc.
- Participate in required meetings/conference calls
- Attend classes, trainings, and conferences approved by TDMHSAS that will enhance job skills.

Other Duties as Assigned

Additional Skills and Abilities:

- Strong interpersonal skills and the ability to work with diverse and unreached populations.
- Ability to professionally work with and communicate with individuals and agencies.
- Ability to listen in an understanding manner, support and offer proper help to individuals and family members.
- Ability to professionally handle confidential or sensitive information.
- Strict adherence to professional boundaries.
- Ability to manage time effectively.
- Ability to productively work independently.
- Ability to complete tasks and fulfill assignments within deadlines.