



## Mental Health Center of Denver

Enriching lives and minds by focusing on strengths and recovery  
Job Announcement

**Job Title:** Child & Family Community Coordinator  
Child and Family Services: Grove St.

**Reference #:** 1337

**Facility:** 144A Grove St.

**Salary:** Based on experience

**Date Posted:** 11/18/11

**Status:** Exempt

**Hours:** 8am-5pm

**Position Summary:** Using the strengths-based, family-centered, culturally competent and community responsive approach of Child and Family Services, this position participates in a multi-disciplinary child and family team providing comprehensive prevention, early intervention and treatment services for children, families and the community. Build and strengthen strategic partnerships with child/family serving organizations within the Denver Metro Area, engage community-based organizations in our mission and vision, develop innovative points of entry to MHCD's Child & Family services and coordinate presentations, events and specialized programming throughout the Denver area. Promote Child & Family Services as the provider of choice for supporting the well-being of children and families.

### Essential Job Functions

1. Develop relationships with community-based organizations that result in appropriate referrals to MHCD's Child & Family Services
2. Arrange presentations to community-based organizations that increase the mental health literacy of community members
3. Organize events at community sites that focus on the provision of mental health services to underserved populations (e.g., assessments and evaluations)
4. Coordinate the provision of parenting programs to community members at community-based sites
5. Promote MHCD through connections with institutions of higher education in Metro Denver
6. Promote MHCD's Child & Family Services throughout the Child and Family System of Care in Metro Denver.
7. Periodically, update and coordinate with the management team in order to grow and strengthen community relationships.
8. Other duties as assigned.

### Job Requirements

**Education:** Bachelor's Degree in psychology, social work or other human service degree, and/or public relations, public health or communications/journalism along with some child/family services experience

**Experience:** Two-five years' experience working within a child/family serving system including outreach, engagement and/or non-profit

public relations activities.

**Skills:**

Exceptional interpersonal, communication and outreach skills, with capacity to respond quickly and effectively to community partners for collaboration and shared activities. The ability to make plans and follow-through, organize tasks and meet deadlines. Creative thinking and problem-solving skills as well as the ability to implement action plans. Ability to communicate with people from all walks of life. Strengths-based orientation (focusing on what people *can* do). Bilingual (English/Spanish) preferred.

Supervisory Duties: None. Coordinates with both clinicians and managers

Working Conditions: Monday-Friday, 40 hours/week, occasionally may be required to work some evenings