

Office of Diversity and Equity  
College to County Mentorship Program  
MHASD Services Project Coordinator Position Description

**Classification:** College Intern

**Salary:** \$15.00/hr

**Division:**

The Division of Mental Health and Addiction Services (MHASD) develops and manages systems of care for adults, adolescents and children experiencing mental disorders or addictions including alcohol, drugs and gambling. MHASD is responsible for monitoring and improving the availability, accessibility, and quality of its treatment services and prevention services for youth and families

This position, which reports to the Division Assistant Director, provides administrative and technical support to senior management staff within the division. The position will create internal and external communications, create complex and professional presentations to internal and external audiences, and provide project management and administrative assistance in support of the Division management team.

---

**Project Duration:** 40hrs/wk for 3 months

**Project Description:**

- Participation team meetings
- Participation in the Children's and Adult Mental Health Advisory Council
- Training in the areas of wraparound, mental health, treatment planning, crisis services, early childhood prevention, team building
- Program planning, development & monitoring (will develop a 10 wk mental health high school group)
- Meeting & workgroup participation
- Research
- Other duties as assigned

**Knowledge Skills and Abilities required:**

- Basic knowledge of mental health
- Ability to communicate complex concepts in a simple manner
- Communicating effectively in writing as appropriate for the needs of the audience
- Proficient in Microsoft Office products, especially MS Word
- Ability to interview people to gather information
- Manage one's own time to accomplish tasks to meet expectations
- College level communications, computer applications (Excel, Word, Access)
- Research, database, reporting
- Data entry, office duties

**Special Requirements:**

- Must pass background check