



## **INSTITUTE FOR NONVIOLENCE CHICAGO**

**POSITION TITLE:** Behavioral Health and Wellness Coordinator

**REPORTS TO:** Associate Director of Behavioral Health and Wellness

**FLSA Status:** Exempt

The Institute for Nonviolence Chicago's mission is to end the cycle of violence using Dr. Martin Luther King, Jr.'s principles and teachings of nonviolence. Informed by a philosophy of nonviolence, Nonviolence Chicago will establish caring and sustained relationships with participants engaged in the cycle of violence. We will emphasize partnerships with community members, leaders, social service providers, and local law enforcement to reduce community levels of violence. We will help create a safer, healthier environment for young adults, youth, and their families. These general approaches will be specifically addressed using for major methods: Community Violence Intervention (CVI) / Street Outreach, Individualized Service Provision, Victim Support Services, and Nonviolence Training.

### **POSITION OVERVIEW:**

The Behavioral Health and Wellness Coordinator is dedicated to ensuring seamless service delivery and a continuum of behavioral health and wellness services for both staff and participants by collaborating daily with colleagues, identifying gaps in deliverables and makes recommendations for improvement. This position plays a key role in the day-to-day operations of behavioral health and wellness programmatic areas, and the translation of the work done in those areas into meaningful, accurate reporting. As such, this position provides consistent program operations support in areas such as (but not limited to) event and program coordination, scheduling intakes, and participant data/tracking. The Program Coordinator also communicates regularly with agency partners community and plays a role in managing partnerships. The position also ensures that a trauma-informed approach is maintained throughout and works directly with participants, as needed.

### **ESSENTIAL FUNCTIONS/RESPONSIBILITIES:**

- Coordinate behavioral health and wellness events and programs for both staff and participants, including but not limited to event planning and execution, advertising/recruitment, purchasing event/program materials and processing invoices, preparing necessary materials, and maintaining partnerships with vendors and service providers
- Develop and maintain tools to track program effectiveness over time; clearly articulate gaps in program deliverables and make recommendations for improvement
- Maintain daily communication with staff and assist with day-to-day program operations and management, such as (but not limited to) appropriate participant data/tracking, program and event scheduling, and record keeping
- Collaborate with colleagues in finance/development to make sure that grant deliverables are being met, and collaborate with colleagues in research/data to make sure those deliverables are being communicated in regular reporting
- Collaborate with colleagues in other INVC departments to assess for wellness needs and coordinate department-specific wellness programs and events
- Maintain partnerships with community agencies and partners to strengthen supports for staff and participants



- Monitor participant progress to make sure appropriate data is being captured and updated regularly in online data system and participants are receiving substantial and meaningful behavioral health services
- Audit data system regularly to make sure that participant status' and other key fields are current in order to make sure that regular reporting is accurate
- Assist with day-to-day office flow, collaborate with colleagues to create program and event schedules, assist with expense request and invoice payment processes, and troubleshoot unique situations as they arise
- Prioritize work according to programmatic needs, determine workflow problems and work with supervisor to develop solutions
- Assist with the development and implementation of quality assurance/quality improvement and make sure it is applied evenly across all behavioral health and wellness initiatives

**QUALIFICATIONS:**

- Working knowledge of the complex needs of returning citizens and individuals affected by gun violence
- Strong knowledge of the unique challenges associated with individuals experiencing homelessness, post-traumatic stress disorder, drug and/or alcohol abuse, disabilities, and or other mental/emotional disorders
- Ability to establish and maintain relationships with community service providers
- Strong organizational skills and a high level of attention to detail
- Ability to establish and maintain appropriate rapport and boundaries with participants, work with integrity and treat others with respect
- High level interpersonal skills, conflict resolution skills and ability to communicate effectively both verbally and in written form with a diverse population
- Proficient in Microsoft Office Suite, including Excel, and comfortable using computer programs to track various program components
- Ability to meet prescribed deadlines, collaborate as part of a team and respond well to supervisor direction and follow up
- Ability and commitment to maintain high level of confidentiality
- Ability to understand and follow safety/security practices and work in high pressure situations

**Requirements:**

- Bachelor's degree, preferably in a Human Services field (ie: Sociology, Urban Studies, Social Work, Social Policy) or equivalent work experience required; Masters Degree preferred



- At least two years experience working with returning citizens and/or street involved individuals
- At least two years experience working with people from various ethnic, economic, and educational backgrounds both as colleagues and as clientele
- No pending criminal cases
- Candidate must have their own vehicle, valid driver's license, vehicle insurance and good driving record; and feel comfortable engaging in community-based services
- Nonviolence Chicago is a drug free and safe workplace, passing a drug screening and background check is required prior to being hired

**SALARY/BENEFITS:**

Competitive/commensurate with experience and other qualifications. Competitive benefits package available, including Health, Life, and 401K. Employment with INVC requires proof of vaccination or an approved medical exemption.

To apply, please send a cover letter along with your resume to [hire@nonviolencechicago.org](mailto:hire@nonviolencechicago.org).

**Institute for Nonviolence Chicago -- EEO Statement**

Institute for Nonviolence Chicago provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Institute for Nonviolence Chicago complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.