STATE OF SOUTH CAROLINA
Department of Mental Health-MHC Santee
Wateree
801 N. Pike West
Sumter, SC 29153

INVITES APPLICATIONS FOR THE POSITION OF:
Road of Independence Youth & Young Adult Program Coordinator I

An Equal Opportunity Employer

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

OPENING DATE: 07/25/19
CLOSING DATE: 07/31/19 11:59 PM

JOB TITLE: Road of Independence Youth & Young Adult Program Coordinator I
CLASS CODE: AH35

POSITION NUMBER: 61094805
SLOT NUMBER:

STATE SALARY RANGE: $33,494.00 - $61,975.00 Annually
AGENCY HIRING RANGE - MIN: 33,494.00
AGENCY HIRING RANGE - MAX: 45,291.00

LOCATION: Sumter County, South Carolina

JOB TYPE: Temporary Grant - Full-Time

NORMAL WORK SCHEDULE: This position will require a flexible work schedule which may include weekends.

RESIDENCY REQUIREMENT: No
RESIDENCY REQUIREMENT SPECIFICS (IF ANY):

AGENCY SPECIFIC APPLICATION PROCEDURES:

You must apply online at www.careers.sc.gov. Follow the status of your application online. ONLY THOSE APPLICANTS CHOSEN FOR AN INTERVIEW WILL BE NOTIFIED BY LETTER THAT THE POSITION HAS BEEN FILLED. Online employment applications must be completed in its entirety. Incomplete applications will not be accepted A resume may not be substituted for an application, however, a resume may be added for additional information. Please attach a copy of your master's degree transcript to the online application.
**JOB RESPONSIBILITIES:**

The Department of Mental Health is a drug-free workplace. All candidates will be required to pass a mandatory pre-employment drug screen.

**This position will work in the Sumter, Kershaw and Lee counties service areas.**

Under general supervision, provides leadership and supports the development, implementation, and evaluation activities of the Youth and Young Adult (ROI) Program in Sumter, Kershaw and Lee Counties. Coordinates program service and activities, including training, communication and information dissemination. Effectively provides and coordinates services for youth/young adults throughout the catchment area. Serves as liaison between local community stakeholders, partners and other services providers. Facilitates and coordinates regional task force and meetings and outreach/engagement efforts. Provides supervision and intervention services for program/staff regionally. Works collaboratively with program staff to accomplish objectives and performance measures of grant initiatives.

Work with the identified communities to implement youth peer support services, youth leadership within agencies that serve young people, and youth leadership within the system of care. Work with the Project Director, state and local partners to identify existing systems, services, gaps and needs related to young adults in transition. Coordinates efforts to connect with local and state-level youth and young adult leadership efforts as well as youth/young adult MH advisory council.

Works with youth engagement team to coordinate referral and transition process for youth/young adult admissions; coordinates interdisciplinary staffings with treatment/coordinated care providers. Identify and establish community contacts/resources for youth and young adults. Develops and maintains a resource data bank of these resources to assist YYA's in meeting their needs and enhances service development and supports.

Work with project local site partners to establish youth engagement and peer support development strategies as well as increasing youth voice within participating agencies and the system of care. Plan and implement workshops and activities that engage parents, families and youth in their abilities to provide support.

Develop and deliver educational trainings and TA to providers on effective youth engagement and creating organizational cultures that support youth guided and youth directed involvement and collaboration. Participates in training opportunities to become trauma informed and culturally competent as well as evidenced based practices designed to enhance job performance. Assist with the social marketing, outreach and awareness building aspects of the project. Has active participation in data collection and assimilation for reporting outcomes as required for the Healthy Transitions grant and the Center.

Performs other duties as assigned.

---

**MINIMUM AND ADDITIONAL REQUIREMENTS:**

**State Minimum Requirements:** A Bachelor's degree and 1-3 years of related professional experience in human services or social services program. Youth peer support certification
preferred. Local travel is required. Grant requirements:

Per requirements of SAMHSA must have lived experience with a mental illness and have received mental health services.

PREFERRED QUALIFICATIONS:

Experience in working with youth ages 16 to 25 in a transitional program.

ADDITIONAL COMMENTS:

Who We Are
Santee-Wateree Community Mental Health Center is part of the South Carolina Department of Mental Health. Santee-Wateree CMHC provides mental health services to individuals in Clarendon, Kershaw, Lee and Sumter Counties.

Mission Statement
To support the recovery of people with mental illnesses within our communities.

The South Carolina Department of Mental Health is an Equal Employment Opportunity Agency. We provide affirmative action and equal opportunity in employment for all qualified persons regardless of race, color, sex, national origin, age, religion, disability, including on the basis of pregnancy, childbirth, or other related conditions, including, but not limited to lactation.

Supplemental questions are considered part of your official application. Please complete the state application to include all current and previous work history and education. A resume may be attached, but not substituted for completing work history and education sections of the employment application. The employment application will be considered incomplete and not forwarded. All applicants must apply online. Please attach an unofficial transcript to your application.