



improving lives, strengthening communities

Position Announcement

Drop-In Center (Our Place) Program Coordinator

RMDC is accepting applications for a **Program Coordinator** for an exciting new community Drop-In Center, "Our Place", whose Mission is to promote and encourage recovery and wellness through positive interactions and experiences by and for people who have a lived experienced with mental health and/or co-occurring substance abuse and mental health issues. Our Place is a great place for adults to go for social interactions, Recovery activities and referral to community services. The salary range for this position is \$11.83 – 13.61/hour (DOE) plus RMDC's generous benefit package: health/dental/vision/life insurance, paid holidays, sick and vacation leave and retirement plan. This is a part-time position, 20 hours per week. Our Place is be open Wednesdays through Sunday (afternoons &/or evenings) so, a flexible work schedule and weekend work is required.

Continued employment is contingent on continued funding.

Under supervision of the Program Manager the Program Coordinator assists with all daily operations of the Drop-In Center (Our Place) to ensure all clients and guests experience the highest advantage of the operating policies and procedures relating to personal respect, safety, wellness and Recovery.

Responsibilities include, but are not limited to:

- Responsible for ensuring all activities operate smoothly on each shift and will contact the Program Manager in the event this does not occur.
- Must be continually mobile and interactive with all Our Place patrons on each floor throughout each scheduled shift to help ensure smooth operations occur. Good communication skills are very important.
- Observance of all confidential information provided by guests unless contrary to the safety of the individual and/or the guests.
- Program Coordinators must be able to take direction and work closely with the Helena Police Department/Lewis and Clark County Sheriff Department's CIT officers and other community partners on behalf of overall safety of individuals who may experience a crisis and on behalf of all Our Place clients.
- Direct assistance and support to the Program Manager with tracking client attendance for outcomes and reporting measures and all other contract and new funding proposal activities as is directed.
- Assist Program Manager of outside group meeting coordination and schedule the use of the conference room. Update schedule daily.
- Perform related duties as assigned.

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(Continued)

**Minimum Qualifications:**

**Knowledge:** A “lived experience” with Severe and Disabling Mental Illness and/or Co-Occurring Substance Abuse Disorders and an appreciation and understanding of the SAMHSA Components of Recovery.

**Skills:** Telephone use, message taking, filing, accurate record-keeping of client attendance.

**Abilities:** Good interpersonal skills, must remain calm in the face of those who may exhibit symptoms of their illness and may need assistance and support. Speaks clearly, listens intently, is a leader and team player. Communication skills a must with verbal and written. Must be able to adjust to rapidly changing situations and can set priorities of action to fit the needs of the guests while completing all basic operational tasks

Program Coordinator must have demonstrated progress with their personal Recovery in order to mentor others and must have energy and stamina enough to fulfill basic job duties. Must be relatively ambulatory in order to adequately interact with Our Place guests periodically between upper and lower floors. Must have ability to hear and/or see guests to help monitor guest relations, operational duties and to help ensure safety.

**Education & Experience:**

A lived experience and significant progress with personal Recovery with a severe and disabling mental illness and/or co-occurring substance abuse is paramount. Some experience in the workplace to demonstrate ability to understand and take direction is essential. Experience with other workplace settings is highly desirable.

**Application Process:**

Applicants must submit a signed and completed Rocky Mountain Development Council application, letter of interest, and resume. Applications are available from Rocky Mountain Development Council, 200 South Cruse Avenue, P. O. Box 1717, Helena, Montana 59624, [www.rmhc.net](http://www.rmhc.net), and the Helena Job Service. Incomplete application materials will not be processed. Complete packages must be **received by** the RMDC Human Resource Office at the above address not later than March 22, 2010, 5:00 PM. EEO



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Position Announcement

Rocky Mountain Development Council's **Montana Youth Homes** is currently seeking applicants for a combined (40 hours/week) position of: Independent Living Training Specialist (ILTS) and Lead Support Staff (LYSS) and a part-time Youth Support Specialist (YSS).

The hourly rate is \$11.83 per hour for ILTS and LYSS and \$9.97 for YSS, plus RMDC's generous benefit package; health, dental, vision and life insurance; paid holidays; sick and vacation leave.

We are also hiring for relief/substitute positions for YSS which are not benefit eligible.

The ILTS keeps the ILT program curriculum up to date; conducts or supervises weekly ILT groups/field trips; works with clients one on one on ILT program at least once weekly; coordinates a weekly recreation schedule; coordinates volunteers or attends recreational activities; tracks and distributes weekly allowance and recreation money; assists clients with setting up important appointments; and monitors and approves weekly schedules for the clients and the home.

The LYSS will also act as a Youth Support Staff member on a daily basis, directly responsible for guaranteeing the safety of all MYH residents. Staff uses their skill, experience and wisdom to guide youth in their day to day activities, to teach the skills needed for success and independence, to help youth understand and accept accountability for their choices and to give loving, yet firm care to each young person living at MYH.

The YSS is responsible for providing direct care services for the clients in our combined group home and shelter placement programs. Duties include acting as a positive adult role model, supervision of clients, assisting with day-to-day activities including transportation, cooking and cleaning.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- \*Organizational skills;
- \*Public speaking;
- \*Communicates clearly, orally and in writing;
- \*General word processing computer skills;
- \*Mediation skills;
- \*Individual counseling skills;
- \*Group counseling skills;
- \*Knowledge of life skills and assessment of knowledge of client's level concerning life skills;
- \*Knowledge of facility rules, state regulations, state licensure rules, policies, practices, and procedures and the ability to apply them;
- \*Demonstrate an understanding of teenagers and low-income individuals.

**EXPERIENCE AND EDUCATION:**

- High school graduation or equivalent. Bachelor's degree or equivalent preferred.
- One to two years experience working with adolescents or emotionally disturbed children preferred.

**PHYSICAL REQUIREMENTS:**

- Mobility, ability to bend and lift 50-pounds, move furniture, clean and perform light duty physical labor.
- Have a valid Montana driver's license and good driving record.
- Be able to pass a Criminal, Child Protective Services and Motor Vehicle background check.

**Application Process:** Applicants must submit a signed and completed Rocky Mountain Development Council application, letter of interest, and resume. Applications are available from Rocky Mountain Development Council, 200 South Cruse Avenue, P. O. Box 1717, Helena, Montana 59624, [www.rmcdc.net](http://www.rmcdc.net), and the Helena Job Service. Open until filled. EEO