**United Way of Southeast Louisiana**

**JOB DESCRIPTION**

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| **Position Title**: Director – Mental Health Collaborative | | | | |
| **Reports to:** Vice President, Fund Distribution & Health | | | | |
| **Location:** 2401 Canal Street, New Orleans, LA | | **Division**: Community Impact | | |
| **Classification:** Exempt | Supervises: N/A | | **Salary:** $70,000 + Benefits |
| **General Functions:**  The Mental Health Collaborative Director will oversee the strategic planning, development, and implementation of mental health services and initiatives across a range of community stakeholders, including healthcare providers, community organizations, and government entities. This role is key to fostering collaboration and partnerships, ensuring effective delivery of mental health care, and promoting mental well-being in the community. | | | | |

**CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:**

* **Mission-focused** – top priority is to create real social change that leads to better lives and healthier communities.
* **Relationship-oriented** – understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
* **Collaborator** – understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
* **Results-driven** – dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
* **Brand Steward** – understands his/her role in growing and protecting the reputation and results of the greater network.

**ESSENTIAL FUNCTIONS:**

* **Leadership & Strategy:**
  + Provide leadership and management of the New Orleans Mental Health Collaborative, to include sustaining and engaging current Steering Committee and Working Group members, identifying and soliciting diverse stakeholder participation, coordinating regular meetings; agenda and objectives in partnership with the Co-Chairs of the Collaborative.
  + Lead outcomes based planning and implementation of The NOMHC strategies and activities and develop community coalitions and collaborative relationships that support and further Collaborative’s work.
  + Lead the planning, coordination, and implementation of collaborative mental health programs and initiatives.
  + Develop and execute strategic goals and objectives to improve community mental health services and outcomes.
  + Build and maintain relationships with key stakeholders, including healthcare providers, policymakers, mental health professionals, and community organizations.
  + Foster a collaborative environment to improve mental health access, equity, and service delivery.
  + Oversee the creation and monitoring of budgets, ensuring efficient use of resources for mental health programs.
  + Research best practices and use professional expertise to assist the NOLA MHC impact desired systems and community-level outcomes for changes in the community.
  + Research, review and assemble data for NOLA MHC goals and driver areas to include;
    - Represent NOLA MHC and UWSELA Health priorities in collaborative efforts across partners and sectors.
    - Coordinate and support the development of partnerships designed to support NOLA MHC, SAMHSA ReCast Grant, and other Health related partnerships as they arise
* **Program Management & Implementation:**
  + Coordinate the implementation and development of the Collaborative programs and pilot initiatives; inclusive of the SAMHSA ReCast Grant
  + Manage all consultants hired to assist with the NOLA MHC
  + Design and manage mental health programs that meet the needs of the community.
  + Ensure that mental health services are culturally competent, inclusive, and accessible to underserved populations.
  + Monitor program performance, evaluate outcomes, and make adjustments as necessary.
  + Facilitate communication among all involved stakeholders and agencies to promote coordination of services.
* **Community Engagement & Advocacy:**
  + Serve as the primary point of contact and advocate for mental health initiatives in the community.
  + Educate and raise awareness on mental health issues through public speaking, outreach, and advocacy efforts.
  + Promote mental health awareness campaigns and reduce stigma related to mental health conditions.
  + Engage with local government, public health organizations, and other community leaders to promote policies that support mental health services.
* **Fundraising/Marketing**
  + Development of funding proposals and documenting of reporting requirements, preparing and submitting reports to funders and internal teams.
  + Manage the NOLA MHC budgets and ensure timely submission of check request and reports.
  + Coordinate with Marketing and Resource Development teams on development of funding opportunities, events, and internal and external media content, to include newsletters and social media, etc.
* **Data Collection & Reporting:**
  + Collect and analyze data related to mental health trends, service utilization, and program effectiveness.
  + Provide reports and updates to stakeholders, funders, and community partners.
  + Use data to drive improvements in program design, resource allocation, and service delivery.
* **Perform other job related projects as assigned.**

**Qualifications:**

* Bachelor’s degree, Master’s degree preferred, in Social Work, Psychology, Public Health, or a related field
* A minimum of 5 years of experience in mental health services, program management, or community-based work.
* Proven experience in leadership and managing multi-stakeholder collaborations.
* Knowledge of mental health issues, public health strategies, and community-based interventions.
* Strong understanding of local and state regulations, policies, and funding mechanisms related to mental health care.
* Ability to think strategically, manage complex programs, and influence positive change.
* Ability to work effectively in a diverse, community-centered environment, including strong interpersonal skills with the ability to initiate, build, and continuously strengthen partnerships with diverse populations.
* Excellent communication and relationship-building skills.
* Ability to work independently and collaboratively in a team environment.
* Passion for community service and a deep commitment to the United Way's mission, Blueprint for Prosperity and ALICE.
* Excellent organizational skills, project management skills and meticulous attention to detail.
* Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and basic office software.
* Self-motivated, quick study, and able to work effectively with minimal supervision.
* Must maintain a valid driver’s license, reliable transportation with minimum insurance.
* Ability to adapt to changing circumstances and cognitively respond appropriately and with discretion.
* Demonstrated ability to use sound judgment to handle/resolve details and matters not requiring the personal attention of the supervisor.
* Unquestioned confidentiality with sensitive grant and financial information
* Must be available to work a regular Monday-Friday work week with occasional early morning, evening, and weekend availability as needed.
* Have no outside business interests that may conflict with the organization's goals and objectives and not explicitly approved by the President/CEO

**Working Conditions**

This position requires travel for meetings with partners. Staff currently work from home and are required to attend meetings in person or via zoom.

Signed Director of Mental Health Collaborative :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Signed Chief Equity & Impact Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

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