



National **Benevolent** Association of the Christian Church (Disciples of Christ)

CALLED TOGETHER | CALLED TO CARE

JOB DESCRIPTION

Mental Health and Wellness (MHW)

Program Coordinator (with a Substance Abuse/Recovery Specialty)

Title: MHW Program Coordinator
Start Date: September 1, 2024
Hours: .50 FTE (20 hrs./week with occasional travel)
Reporting: Director of Mental Health and Wellness Initiative

POSITION SUMMARY:

The NBA's Mental Health and Wellness program (MHW) creates communities of compassion and care with an integrated vision of wellness that prioritizes a holistic approach centered in justice, equity, theology, spirituality, and clinical awareness. NBA's MHW work collaborates with all NBA program areas and is centered in resourcing Disciples health and social service entities and reaches out to the whole denomination through general church partnerships, regional collaborations, support for congregations, seminaries, and community-based organizations. This position will help NBA expand the scope of its program areas through the broader Mental Health and Wellness program.

The Program Coordinator will support the overall work of the MHW program prioritizing coordination of the research and development of a new substance abuse & addiction recovery initiative. Alongside the Director, the Program Coordinator will help to broaden the reach of the mental health and wellness work of the NBA, help build upon the network of professionals and resources related to the new substance abuse and recovery initiative and help share the ministry of the MHW program area with the Christian Church (Disciples of Christ) and beyond. The Program Coordinator effectively works with persons from diverse cultural, social, theological, and ethnic backgrounds. This is a .50 FTE position and is part of the Organizational and Leadership Development Program Team. The Program Coordinator will focus 10 hours per week supporting the overall MHW program area and 10 hours on coordinating the development of the new addiction and recovery initiative.

The scope of work includes leading and working in a way that promotes NBA's core values including the values of belonging, diversity, equity, and inclusion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Overall NBA Program Staff:

- Participate as part of the Program Team
- Collaborate with the Director of the Mental Health and Wellness and other NBA staff to ensure missional consistency across ministry of NBA
- Represent the NBA's MHW work across the life of the Christian Church (Disciples of Christ) and in ecumenical settings, as assigned.

MHWI Responsibilities:

- *Strategy and Vision* – Research, develop, and implement the scope and strategy of a particular NBA Mental Health and Wellness program
 - Develop and manage substance abuse & addiction recovery initiative including cultivating relationships with Disciples of Christ practitioners, chaplains, and other related professionals
- *Leadership Development* – Equipping Disciples leaders with educational resources for learning and growth regarding MH related issues
 - Research and coordinate educational/curriculum pieces to include the intersection of theology, mental health, and social justice/equity
 - Alongside the MHW Director, coordinate and facilitate webinars, workshops, conferences, as appropriate
- *Organizational Development* – Equipping Disciples ministries and organizations to design and promote structural wellness practices
 - Alongside the MHW Director, coordinate and facilitate webinars, workshops, conferences, as appropriate
 - Follow-up on documents, logistics, surveys, and post-reports
- *Marketing Campaigns and Event Support* - Assisting with coordination of campaigns and projects, particularly those relevant to the substance abuse & recovery initiative.

REQUIRED SKILLS AND ABILITIES

- Self-directed and goal-oriented, as informed by organizational needs and mission; able to prioritize and multi-task meeting deadlines and a demonstrated resourcefulness in setting priorities
- Demonstrated experience and strengths in small group facilitation
- Ability to listen for and perceive needs of nonprofit ministries, leaning into NBA's mission of compassion and care
- Understanding of, and commitment to, the mission of NBA
- Understanding of, and commitment to, social service and social justice values
- Understanding of, and commitment to, critical theological thinking and spiritual practice
- Cultural competency; multiple languages a plus

- Ability to speak comfortably in front of groups
- Ability to work well in collaboration with others
- Proficiency with technology and web-based platforms
- Flexibility and willingness to travel and work evenings and weekends as required
- Proficiency in research skills

EDUCATION/EXPERIENCE

- Bachelor's degree in Social Work, Psychology, or other related Mental Health practice degree with preference for clinical experience and knowledge of current best practices in the field of mental health
- Work experience in health and social service setting(s) preferred
- Training and/or work experience in substance abuse and recovery preferred
- Demonstrated strength in connecting people to needed resources
- Success in building strong connections to a variety of diverse communities, in particular Disciples communities such as Racial-Ethnic Disciples ministries, LGBTQIA+ ministries, health and social services agencies, congregations, etc.
- A demonstrated commitment to justice and equity; including experience working with persons from diverse cultural, social, and ethnic backgrounds including appreciating historical contexts, discerning nuances of relationships and power dynamics, understanding racial/ethnic realities, and respecting community needs and desires

WORK ENVIRONMENT

- This position is deployed.
- This position often requires prolonged periods of sitting and working at a computer.

PHYSICAL REQUIREMENTS

- The ability to communicate in person, on the telephone, through online media, and in front of large groups of people
- The ability to meet a travel schedule that includes managing up to 50 lbs. of luggage
- Occasional need to lift marketing and work materials, 40 lbs. or less

TRAVEL REQUIRED

- All-Staff In-Person Meeting twice per year (May and December); some light travel for relevant events and gatherings

SALARY

- \$39,661

EQUAL OPPORTUNITY STATEMENT

NBA is an equal opportunity employer and affords equal employment opportunities to all employees and applicants without regard to an individual's race (including traits associated with race, for example, hair texture and protective hairstyles such as braids, locks, and twists), color, religion (except where religion is a bona fide occupational qualification), national origin, ancestry, age, sex, sexual orientation, gender (including gender expression, gender nonconformity, and transgender status), familial or marital status, (including civil union status, and domestic partnership status), pregnancy, pregnancy-related conditions, genetic characteristics, atypical hereditary cellular or blood trait, AIDS/HIV status, citizenship status, work authorization status, service in the uniformed services, or any other characteristic protected under the applicable federal, state, or local law. It is the policy of the NBA to recruit, hire, promote and train individuals based on individual qualifications and without regard to any characteristic protected under the applicable federal, state, or local law. (from the NBA EMPLOYEE HANDBOOK, page 6)

TO APPLY:

Interested persons should send **a letter of interest and updated resume** in pdf to:

Subject: MHW COORDINATOR (.50FTE)
careers@nbacares.org

DEADLINE:
August 14, 2024
5:00 Central Time