



improving lives, strengthening communities

Rocky Mountain Development Council, Inc.
Position Announcement
Drop-In Center (Our Place) Program Coordinator

RMDC is accepting applications for a **Program Coordinator** at our 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 experience 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 \$12.02 per hour. This is an intermittent (on-call, as-needed) position. Our Place is open Wednesdays through Sunday (afternoons & early evenings) so the successful candidate would be required to work weekends.

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.

Excellent interpersonal skills are a requirement of this position to help ensure a positive environment at all times during the operational hours of Our Place.

Ability to take direction in a positive manner on behalf of the greater good of Our Place is a key requirement.

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 essential.
- 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.
- Assists with the overall and continuous interaction of Our Place guests to help establish good relationships and to help prevent any behaviors that may result in an unsafe environment.
- 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.

Housing
Homelessness Assistance
Head Start
Rocky Mountain Preschool
Montana Youth Homes
LIEAP
Weatherization
Energy Share
Community Mental Health Services
Our Place Drop-in Center
Kids Management Authority (KMA)
Compeer Helena
Area IV Agency on Aging
Daily Dinner Clubs
Senior Centers
Meals on Wheels
Foster Grandparent Program
RSVP
Senior Companion Program
Senior Transportation

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 have the ability to 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. Great verbal and written communication skills are essential. 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 to be an effective mentor for others. 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, and the Helena Job Service. Incomplete application materials will not be processed. Complete packages must be **received by** the RMDC Human Resource Office. Position open until filled. EEO