



**Job Title:**

**Drop-in Center Program Coordinator**

**Location:**

Albion, New York

**General Responsibility:**

***Part Time Days. 25 hours per week with flexibility to fit needs of the program.***

Oversees the operation, quality and continued growth of the Drop-in Center which provides a safe, supportive environment to adults 18 years of age or older. Increases knowledge of community resources, allows individuals to learn from one another, provides a place where social and recreational activities can occur. Promotes mental wellness by facilitating opportunities to learn coping and life skills, reducing isolation, and fostering integration into the community. Coordinates activities, intakes, outreach, and completes administrative reports.

**Requirements:**

Bachelor's Degree preferred. Three years experience in the mental health or related field. Supervisory, program management experience required. Ability to think strategically, initiate and prioritize tasks. Clean New York State driver's license and criminal background checks required. Certification through Academy of Peer Services or willingness to become certified preferred.

**Apply:**

- ***Submit a cover letter and resume by October 20, 2017 to: Mary Pallister via email, fax or first class mail. EOE***

mpallister@mhago.org

Mental Health Association of Genesee and Orleans Counties

25 Liberty Street, Batavia, New York 14020.

Fax: 585-345-1418