

POSITION DESCRIPTION CONSUMER COUNCIL SYSTEM OF MAINE (CCSM)

TITLE: Community Outreach and Technical Assistance Coordinator

REPORTS TO: Executive Director

SUMMARY: This position will provide technical assistance, recruitment, and education in promoting the CCSM to the great community and assisting mental health consumers in supporting successful and vibrant local councils around Maine.

DUTIES AND RESPONSIBILITIES:

- Support mental health consumers to participate and/or help form Local Councils in their communities;
- Offering presentations and providing educational materials to providers, mental health consumers and the general public about the CCSM and the work that we do;
- Providing technical assistance and teachings to support consumers in building the skills necessary to lead their own Local Councils and successfully recruit new members.
- Participate in work groups and committees, and work with other related organizations and projects as approved by the Executive Director;
- Assume team approach with other CCSM staff, attend regular team/staff meetings, and implement ongoing outreach work plan;
- Attend regular monthly meetings of the Statewide Consumer Council;
- Keep updated, complete contact information and work with the Office/Communications Coordinator to maintain contact databases;
- Maintain timely and ongoing communication with the Executive Director, including reports on work underway and completed;
- Participate in trainings, workshops, conferences, and other professional development activities, as approved by the Executive Director;
- Perform other tasks as requested with a sense of humor and team spirit.

QUALIFICATIONS:

- Publicly disclosing current or former consumer of mental health services, established in personal recovery;
- Several years' experience with outreach and grassroots endeavors are preferred;
- Interpersonal skills needed for developing relationships with both peers and the general public
- Ability to facilitate meetings, make presentations, and help people work together in a focused, productive way;
- Self-directed, organized, and creative;
- Reliable transportation and willingness to travel regularly, available for evening meetings and occasional weekend conferences/events;
- Demonstrated computer skills: Outlook, Word, Excel, PowerPoint. The CCSM uses Google platform for shared documents and contacts;
- HS Diploma mandatory and BS preferred;

- Working knowledge of Maine’s public mental health system.

BENEFITS

Hours per week: 40

Annual earned time hours:

| Employee Status | Tenure | Earned Benefit Time |
|------------------------|---------------|--|
| Hourly | 0-2 yrs | .08 hours/hour worked (approx. 21 days) |
| | 2-5 yrs | .1 hours/hour worked (approx. 26 days) |
| | 5+ yrs | .12 hours/hour worked (approx. 31 days) |

The Community Outreach and Technical Assistance Coordinator position is a full time hourly position. Full-time employees are offered additional benefits of paid health (100%) and dental insurance (paid at 50%).

The Consumer Council System of Maine is an equal opportunity employer.