

## **Job Description – Mental Wellness Coordinator (Bloomington)**

### **Position Summary**

The primary role of the Mental Wellness Coordinator is to ensure that Exodus clients receive needed mental health services. They will provide direct mental health services that are culturally and linguistically appropriate and maintain a culturally informed referral network of mental health providers. The Coordinator is a licensed mental health counselor, licensed clinical social worker, or licensed marriage and family therapist. They also promote mental wellness in refugee communities and among Exodus staff through related educational sessions and initiatives.

### **Responsibilities**

1. The Mental Wellness Coordinator provides individual counseling, family and couple's counseling, group therapy and psycho-educational sessions directly to clients in the office and through home-based services.
2. Coordinates client referrals to mental health services.
3. Advocates for a comprehensive continuum of mental services available to Exodus clients in Bloomington.
4. Provides training to community partners and mental health professionals on culturally and linguistically competent services for refugees.
5. Provides case consultation services to Exodus staff and partnering agencies.
6. Keeps appropriate records and tracks grant outcomes.
7. Secures interpreters for clients who have limited understanding of the English language.
8. Documents all services provided to clients in accordance with Cooperative Agreement, Match Grant Guidelines, Exodus' policies and procedures, and professional standards.
9. Coordinates with other Exodus program staff regarding client needs that arise throughout the program period and makes referrals accordingly.
10. Assists with crisis intervention for clients' experiencing safety concerns related to mental wellness.
11. Primary outreach and treatment will focus on the Bloomington clients, with additional support provided to Indianapolis cases (remotely) as needed.
12. Attends weekly staff and team meetings.
13. Participates in regular clinical supervision.
14. Attends professional trainings needed to maintain clinical licensure.
15. Participates in Exodus staff training and development activities.
16. Performs other duties as may be required by the supervisor.
17. Participates in Emergency and Airport rotation.
18. Reports to the Bloomington office Resettlement Director for day-to-day operations and works in partnership with the Mental Wellness Program Manager in Indianapolis.

### **Position Criteria:**

- Experience and knowledge in trauma informed treatment modalities.
- Experience working in multi-cultural settings and working with diverse clientele.
- Experience in additional therapeutic modalities, such as art or other expressive therapies is preferred.
- Possesses a master's degree and a professional license as a Mental Health Counselor, Clinical Social Worker, or a Marriage & Family Therapist.
- Familiar with the local social services community a plus.
- Must be able to effectively communicate with clients of diverse cultural and language backgrounds and be comfortable with the use of interpreters in a clinical setting.
- Must be comfortable in intercultural environments.
- Must be able to work occasional hours outside of normal business hours.
- Must be a self-starter with a high level of organizational skill, flexibility, and commitment to refugees.
- Must be able to function as part of a team.
- PC proficient in Microsoft Office Suite.