Job Title: Mental Health and Addictions Health Educator

Reports to: Director of Mental Health and Addictions Division
Location/Hours: Paterson, NJ / M-F, 8:30am to 4:30pm

The Passaic County Department of Human Services is seeking a Mental Health and Addictions Health Educator. Under direction of the Director of Mental Health and Addiction Services, the Passaic County Mental Health and Addictions Health Educator will have significant responsibility for educating the community about the various mental health and addiction conditions, and existing services and available resources. The Health Educator will work closely with the Director of Mental Health and Addiction Services, County Municipal Alliance Coordinator, mental health and addiction programs and providers, municipal alliances, Children’s Systems of Care, addiction prevention programs and regional coalitions within the county. The Health Educator will provide evidence based practice and education on prevention and mental health, in the schools and communities.

Examples of Essential Responsibilities:

- Develops, plans, organizes and implements mental health and addiction health education programs, projects and activities in the community.
- Collects, reviews and prepares materials for health education activities.
- Identifies the relevant mental health and addiction information needs for specific areas; assists in the planning, preparation, distribution, and evaluation of related health education materials.
- Presents materials and provides education in front of audiences of varied sizes.
- Flexibility in schedule is required. Occasional evenings and weekends are required.
- Conducts focus groups and studies with the community, providers and additional stakeholders around issues of mental health and addictions.
- Prepares reports and correspondence in the course of duties.
- Maintains essential records and files.
- Work closely with and oversee Division interns and volunteers.
- Attends and takes part in conferences, training institutes, and meetings concerned with programs and activities of the unit.
- Helps individuals navigate the mental health, addictions and social services resources which may include: possible homelessness, unemployment, employment and housing, addiction and recovery, mental health, family issues, domestic violence, parole/probation issues, and legal difficulties.
- Provides resources to callers seeking mental health and addiction resource assistance.
- Establishes and maintains cooperative working relationships with those interested in or involved in the work of the Passaic County Department of Human Services.
- Enlists the support and cooperation of local individuals and groups.
- Visits, consults, and provides technical assistance and guidance to individuals and groups involved in mental health and addiction health education activities.
- Develops working relationships with involved agencies such as social services, Social Security, law enforcement, courts, probation and parole, child protection and permanency agency, clinics, hospitals, physicians, lawyers, clergy, schools, employers and employment agencies.
- Other related duties as required by the department.

Requirements:

- Graduation from an accredited college or university with a minimum of a Bachelor's degree in Health Education, Community Education, Nursing, Public Health, Social Work, Psychology, Human Services or related field. CADC and/or CPS preferred.
- At least three years of experience working in a program or organization serving individuals with mental health and addictions concerns.
- Strong written and verbal communication skills; the ideal candidate will be a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Knowledge of the DSM-5.
- Must have great customer service and engagement skills and be able to work effectively within a team as well as independently.
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- Ability to work effectively in collaboration with diverse groups of people.
- Interest in the areas of mental health, addictions, social justice, legal advocacy, prisoner reentry.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Action-oriented, adaptable, and innovative approach to planning.
- Positive attitude, mission-driven, and self-directed.
- Proficient in the use of computers, emails, typing, and use of an electronic database system. Must be proficient with PowerPoint for the creation of engaging and visually stimulating presentations for varied audiences.
- Will be required to possess a driver’s license valid in New Jersey and have reliable transportation to perform the essential duties of the position. Must be able to attend various required county meetings, fairs, and mental health and addiction educational workshops that the successful candidate would provide.

To be considered, email the following documents to Brendab@passaiccountynj.org, no later than Friday, August 7, 2020.
- Cover letter indicating your interest in this position, and any relevant experience or education.
- Resume
- Names and phone numbers of at least three professional references.

Passaic County is an Equal Opportunity Employer.