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mentalhealthhawaii.org

Helping Hawai'i Live Well

Job Description

Position Title: Program Director	Date 12/6/17
Department: N/A	FLSA Status <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Reports To: Deputy Director	Subordinates: N/A

Primary Responsibilities: Under the supervision of the Deputy Director, is responsible for all aspects of the agency's program services in alignment with the agency's mission and core values, including program design and development, reporting, needs assessments, evaluation, supervision of program staff and

Essential Duties:

- Effectively lead a team of program staff on Oahu and Maui with a management style that focuses on achieving outcomes while supporting staff in their roles
- Develop, adapt, deliver and evaluate mental health training and programs covering a broad range of ages, competencies, and topics
- Run agency-led coalitions and represent the agency on other community coalitions, committees and task forces
- Develop and manage projects related to mental health training and support and evaluate their outcomes and impact
- Conduct needs assessments to inform program development and dissemination plans
- Maintain and organize program and project files, printed materials and presentations
- Design and implement community outreach plans
- Manage grants, including budgeting, data collection, outcome measurement, and reporting requirements
- Assist with writing grants to support the agency's programs.
- Recruit, interview, select, hire, train, and supervise staff as delegated by the Executive Director

Other Duties:

- Research for use in trainings and other program activities
- Assist with agency activities including fundraising, community events, coalition building, marketing and advocacy

- Provide leadership, mentorship, and expertise to the MHAH team
- Build and maintain positive relationships with community partners
- Participate in agency meetings and contribute to an office culture of acceptance, collaboration, compassion, and wellness
- Help to shape the strategic direction of the agency

Working Conditions: Most work will be done indoors with air-conditioning but some work will be conducted without air-conditioning and also outdoors for community events.

Work Hours: generally Monday through Friday, 8:30 am to 5:00 pm with some evenings, weekends and Neighbor Island travel (40+ hours per week)

Equipment Use: Requires use of computer and Microsoft Office applications (Word, Powerpoint, Publisher, Excel, Outlook) as well as email, general internet and other computer applications such as Prezi and Skype. Also uses a projector for presentations.

Mental and Physical Demands: Requires occasional lifting and moving of program supplies (up to 30 lbs) and driving personal vehicle to events and training sites. Position can sometimes have a heavy emotional demand due to interaction with the public, trainees and partners who may share their experiences with mental illness and trauma.

Communication Demands: Position requires a high degree of communication skill, both verbal and written. The Training Director must be engaging, clear and focused to deliver trainings and train future trainers. The Training Director also must communicate promptly and in detail with agency staff to coordinate work and problem solve.

Minimum Qualification Requirements:

Education/Experience: Graduate degree in a field related to MHAH’s mission (social work, public health, education, psychology, counseling, etc). Experience in education and/or training of diverse learners. Experience in supervising a team of social services staff. Demonstrated commitment to and skills in collaboration, community relations, leadership and social justice. Experience in the field of mental health, including prevention, treatment, education, system navigation and/or advocacy. Demonstrated commitment to social justice, policies of inclusion, and understanding and compassion for people living with mental health issues.

Authorized By: _____ **Date:** _____

NOTE: The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.