

Chad's Legacy Project & the Behavioral Health Institute at Harborview Medical Center Mental Health Summit Program Coordinator Job Description

Organization Description

Chad's Legacy Project is a mental health advocacy non-profit based in Washington State named for Chad Crooks, who took his life in 2016 in the midst of a battle with Schizophrenia. CLP is the driving force behind the Washington State Mental Health Summit. CLP-led initiatives also include the teacher resource Mental Health Literacy Library, www.mentalhealthinstruction.org, and efforts to expand the Certified Peer Counselor workforce and statewide Mental Health First Aid awareness.

Job Overview

In partnership with the University of Washington/Behavioral Health Institute at Harborview Medical Center, Chad's Legacy Projects sponsors the Washington State Mental Health Summit. The Summit promotes innovative mental health initiatives that bring key stakeholders together to advance mental health. The position will support Mental Health Summit initiative leads across the behavioral health system including payers, providers, government, academia, and community advocates. The role includes providing support to initiative leads to help track, support, and move the behavioral health initiatives through the planning and development process towards implementation. More information about the Mental Health Summit can be found [here](#) and information about Summit initiatives can be found [here](#).

Job Activities

- Populating action plans for initiatives
- Facilitating outreach and communication
- Meeting coordination with initiative leads and subsequent meeting scheduling of workgroup participants
- Taking minutes for initiative meetings
- Creating and disseminating related meeting materials
- Tracking activities and deadlines

Required Skills and Competencies

- Strong planning and coordination skills
- Advanced English written and verbal communication skills
- Proficiency using and supporting others across multiple technological platforms including Zoom, Microsoft Office Suite, Webex, and Google Suite
- Basic understanding of the behavioral health system in Washington State
- Attention to detail, timelines and ability to proactively engage initiative participants to reach a goal or deadline

Preferred Skills and Experience

- Project management experience
- Previous experience working in or with the behavioral health population
- Knowledge of the behavioral health system in Washington state

Education Requirements

- Minimum of a bachelor's degree in a related field

Employment Type: Temporary Contract Position

Start date: September 1st, 2022

Duration: 9 months, September 2022 - May 2023

Hourly rate: \$25/hour

Hours: Average of 10 hours a week

Reports to: Executive Director of Chad's Legacy Project

Location: Remote position with the expectation of potentially attending some in-person meetings in the Seattle area throughout the year

Hours: Part-time and flexible, will be required to attend some Zoom meetings at set times

Diverse candidates and individuals with lived behavioral health experience are encouraged to apply.

How to apply:

Contact Todd Crooks with questions, resume/CV by August 19th

Email resumes/CV's to toddcrooks@comcast.net

For questions during application submittal, call 206-715-4483