



## INTERNAL JOB POSTING

Position Title: **Mental Health Services Coordinator**  
Department: **Wellness Program**  
Job Type: **Full- time**

### Job Function:

- Provides coordination of all mental healthcare services in the Wellness Program including oversight of internal/external referrals, universal screening and clinical case coordination within the program.
- Provides individual and group therapy to adult clients and coordinates the adult psychiatry program.
- Conducts forensic psychological assessments for asylum-seekers.
- Serves as the field supervisor for all academic interns in the Wellness Program.
- Facilitates client psychoeducation sessions.
- Serves as a resource to RefugeeOne staff and external stakeholders; provides information on navigating mainstream mental health services.

### Competencies:

- Experienced clinician in providing individual and group therapy, particularly to adult clients.
- Experience in program coordination, supervision and medical case management.
- Deep knowledge of medical and mental healthcare services in the Chicago area.
- Proficient in Psychological First Aid and de-escalation strategies, and able provide crisis intervention with high-risk clients.
- Proficiency in navigating data systems including HIPAA-compliant data management platforms, and working knowledge of Microsoft Office, Outlook, Word and Excel.
- Exceptional attention to detail and problem-solving skills, including the ability to develop and follow through with practical solutions.
- Excellent organizational, networking and communication skills.
- Demonstrated ability to work effectively with diverse populations.

### Requirements:

- Master's degree in a clinical program required.
- Licensed Clinical Social Worker (LCSW) or Licensed Clinical Professional Counselor (LCPC) or Doctor of Psychology (Psy.D.) designation required
- Experience in program management and supervising interns in social service settings required.
- **Must have valid driver's license and use of a car.**

Salary: Commensurate with credentials and experience. Excellent benefits package.

To apply, send resume and cover letter to Jan Douglas at [jdouglas@refugeeone.org](mailto:jdouglas@refugeeone.org).

**NO PHONE CALLS PLEASE**

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