



Career Opportunity: POEM Columbus Program Coordinator

Schedule

40 hours/week position. Work hours are generally 8:30 am to 5:00 pm Monday-Friday, flexible in consultation with supervisor. Two hours are required on an evening or weekend day to facilitate biweekly support group meetings. Additional events and activities outside of business hours as needed. The position is primarily remote but must be based in the Columbus, Ohio region, and must participate in at least one in-office work session per month.

POEM (Perinatal Outreach and Encouragement for Moms) is a growing and nationally recognized program of Mental Health America of Ohio that works to close gaps in care for pregnant and parenting people with perinatal mental health complications. POEM serves as a single-entry point of care through Peer CareConnect services: telehealth peer support and care navigation, support groups, a mentoring program, and direct access to perinatal mental health clinicians. POEM Rise provides all Peer CareConnect services exclusively by and for Black mothers and birthing persons. This position will entail up to 80% of work time providing Peer CareConnect services directly to program participants.

Status and Supervision

Reports to POEM Senior Program Manager. Exempt position.

Program Responsibilities

- Provide Peer CareConnect services directly to program participants
 - Utilize skills and personal life experiences to aid in the growth and recovery of participants.
 - Model values and practices with clients that POEM has identified as supportive to the healing and recovery process
 - Maintain ethical practices of peer support as outlined by the Ohio Department of Mental Health and Addiction Services [Ohio Peer Recovery Supporter Code of Ethics](#)
 - Facilitate at least one bi-weekly support group meeting and serve as a backup facilitator for at least one support group per month, as needed
 - Maintain thorough and accurate daily documentation within the program database and complete quarterly database audits
 - Maintain established referral, follow-up, and outcomes tracking processes
 - Responsively handle incoming calls on the peer support line as assigned
 - Provide peer support within online forums as assigned
- Assist in the regular maintenance of the Behavioral Health Provider and Resource Directories
- Assist Volunteer Manager with Columbus volunteer recruitment, recognition, and appreciation efforts as needed
- Participate in program events and activities, including with the Rise branch, as assigned and applicable
- Communicate and work collaboratively with program staff
- Communicate and work collaboratively with volunteers and external stakeholders as assigned
- Assist with at least two education requests annually, including presentation/tabling as needed

Other Responsibilities

- Participate in agency events and activities and work collaboratively with agency staff
- Other duties, within the reason and scope of the position's primary duties, may be assigned after consultation with the employee and supervisor

Qualifications

Required:

- Personal experience with a perinatal mental health complication and obtain State of Ohio Peer Certification within one year of date of hire (agency will assist with this process)
- Passion for mental health, comfortable discussing personal recovery
- Experience working with diverse populations
- Strong oral and written communication skills
- Strong administrative and organizational skills
- Work well both independently and in a collaborative team environment
- Proficient with Microsoft Office Suite
- High School Diploma or GED
- Valid driver's license or reliable means of transportation and state ID

Preferred:

- Bachelor's degree in social work, public health or related field
- Bilingual
- Experience with database management
- Experience with macOS

Salary range: \$41,000 per year, commensurate with experience and qualifications.

This position offers a hybrid work model.

Benefits Offered:

- Medical, Dental, Vision, and Life Insurance
- 403B Retirement Plan
- Mileage and phone reimbursement (where applicable)
- Agency-paid professional development (up to a certain amount)
- 24 days of paid vacation and sick leave, 11 paid holidays, 2 paid personal days, 5 paid mental health days, paid daily self-care hour, additional PTO for bereavement (5 days), and parental leave (9 weeks)

The mission of MHAOhio is to transform how people think about mental illness, make it easier to get help, and give people the support they need to get better and stay better. Our guiding principles include responsibility, respect, inclusivity, expertise, trust, communication, emotional health, and equity. We are committed to recruiting and continually cultivating a diverse and inclusive workplace.

If you are looking for a rewarding, impactful opportunity with a strong mission of helping others, you have found it.

Submit your resume and cover letter, including salary requirements to: [hiring@mhaohio.org](mailto: hiring@mhaohio.org)

Employer is EOE/AA/M/F/D/V

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