



## **WREDI Program Manager Announcement**

### **Network of Behavioral Health Providers**

**Title:** Workforce Recruitment, Education, and Development Initiative (WREDI)  
Program Manager

**Location:** The Network of Behavioral Health Providers  
Office space provided by:  
The Harris Center for Mental Health and IDD  
9401 Southwest Freeway  
Houston, Texas 77074  
[www.nbhp.org](http://www.nbhp.org)

**Job Description:** The Network of Behavioral Health Providers (NBHP) is a nonprofit collective comprised of 48+ mental health and substance use disorder providers in the greater Houston area. Our collective mission is to improve the delivery of, and access to, high-quality behavioral health services through education, collaboration, and advocacy.

The WREDI Program Manager will be responsible for overseeing and implementing multiple aspects of NBHP's behavioral health Workforce Recruitment, Education, and Development Initiative. This includes:

#### **Behavioral Health Workforce Presentations**

- Reaching out to and engaging with appropriate personnel to schedule and deliver a 45-minute behavioral health curriculum to high school and college students, including administration and collection of pre-and post-tests.
- Recruiting and training volunteers to deliver the behavioral health curriculum.

#### **Summer Behavioral Health Externship Program (June & July)**

- Recruiting high school and college students to apply for the externship program, tracking all applications and supporting documents submitted, coordinating the interview and selection process, and assigning extern placements.
- Coordinating the 16-hour Educational and Preparation component of the externship, including developing content, recruiting speakers, and handling logistics such as the coordination of transportation and tours.

#### **Behavioral Health Scholarship Program**

- Engaging with undergraduate and graduate behavioral health training programs to inform them about the scholarship program.
- Recruiting college students to apply for the scholarship, tracking all applications and supporting documents submitted, and coordinating the interview and selection process.



## Quarterly Roundtable & Other WREDI Components

- Scheduling and facilitating quarterly meetings between undergraduate and graduate behavioral health training programs, NBHP membership organizations, and the community to determine potential areas of cooperation around building the behavioral health workforce.

## Required Qualifications:

- Bachelor's degree, Master's in social work or related field preferred.
- Minimum three years experience working in the nonprofit, health care, or education sectors, and working knowledge of greater Houston's mental health and/or substance abuse provider communities.
- Excellent organizational and coordinating skills, including strong attention to detail and a dedication to quality and accuracy.
- Ability to juggle multiple responsibilities and meet strict deadlines.
- Excellent verbal and written communication skills.
- Capacity to think strategically and ability to work collaboratively with persons from diverse disciplines and with different points of view.
- Flexibility in dealing with changing demands.
- Self-starter, with an ability to fulfill job requirements with minimal supervision.
- Competency in Microsoft Office (Word/Excel/Powerpoint/Publisher, etc.) and Google Suite (Google Docs/Slides/Sheets, etc.).

## Preferred Qualifications

- Experience presenting to professional and academic audiences.
- Background and/or certification in facilitation.
- Working knowledge of basic evaluation methods and approaches.
- Communications experience in the areas of social media.
- Experience in grant researching and/or grant writing.

**Compensation:** \$68K - \$74K, commensurate with experience. Position offered as a full-time employee of NBHP (Comprehensive benefits package includes premium medical, dental, vision, matching 401K, and generous PTO Plan).

**Duration:** Start date—as soon as available.

**Application Process:** Submit a cover letter of interest and resume along with names and contact information of three professional references by email to **Lisa Albert** at [lalbert@nbhp.org](mailto:lalbert@nbhp.org). *Incomplete application packets will not be considered.*