



Caleb's Kids Program Specialist

Caleb's Kids is Detroit-Based 501(c)(3) that provides mental health education and suicide prevention for families. With a focus on youth grades 4th – 12th, we offer a hands-on culturally relevant curriculum that enhances the mental health literacy of participants and normalizes help-seeking behaviors. We offer both community-based and school-based programming that provides workshops, resources, and behavioral support for youth, families, and professionals.

Summary:

We are seeking a Program Specialist to facilitate and design targeted programs for the youth and adults that we serve. In this role, your duties will include curating initiatives aimed at increasing mental health literacy through the promotion of healthy lifestyles, wellness, and an overall healthy environment.

Responsibilities include, but are not limited to:

- Conducting assessments and surveys to determine health education needs.
- Collaborating with stakeholders to set goals and achieve sustainable results.
- Developing plans and policies toward achieving objectives, and monitoring the progress.
- Designing and distributing awareness materials and aids, including pamphlets, notices, video, audio clips, images, posters, etc.
- Facilitating health education events, workshops, conferences, and presentations.
- Promoting health education initiatives via press releases, media campaigns, social media platforms, and websites.
- Identifying strategic partnerships with organizations and stakeholders that promote health education.
- Documenting activities, recording information, and maintaining databases
- Providing staff, community agencies, and organizations with access to health education resources.
- Using the curriculum and lesson plans provided to instruct, engage, and interact with program participants
- Triaging and identifying mental health concerns and providing support when needed



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Requirements:

- At least 2 years of experience working in a mental health or youth setting as a Full or Limited Licensed BSW, MSW, LPC, MFT, LP or any equivalent combination of experience, education and/or training.
- Advanced ability to plan, implement, monitor, and evaluate programs.
- Ability to develop educational materials and aids, and to promote and present health education initiatives.
- Ability to achieve sustainable health education program results.
- Experience in fostering strategic partnerships and coordinating objectives.
- Ability to document processes, maintain databases, and provide access to resources.
- Excellent communication and networking skills.

Pay/Hours:

- Yearly Salary Commensurate on Experience
- Monthly Healthcare Stipend
- Paid Holidays
- Paid Time Off
- Monday to Friday 11:00am - 7:00pm, rotate on average one Saturday per month, some telework capabilities

If interested in applying for this role, please visit calebskids.org/careers