



Position: Program Manager, Bridging the Divide: Diversity, Equity and Inclusion (DEI) in Mental Healthcare

Employer: Mental Health Association of Rhode Island (mhari.org)

About The Program: Bridging the Divide: Diversity, Equity and Inclusion in Mental Healthcare is a new program at MHARI. The program aims to reduce disparities in our mental healthcare system, eliminate stigma, and increase access to treatment in underserved communities. The program's work centers around:

- outreach activities in marginalized communities
- community research projects
- policy development and advocacy
- A Diversity Pipeline which offers scholarships, internships and mentorships to BIPOC graduate students in Rhode Island College's School of Social Work and Clinical Mental Health Counseling Program to help increase representation in Rhode Island's mental healthcare professions.

The program's work is guided by MHARI's community-based Diversity, Equity and Inclusion (DEI) Advisory Council, which meets monthly.

Program Manager Responsibilities:

- Oversee all daily operations of the Bridging the Divide program
- Design, develop and implement the Diversity Pipeline program for RIC graduate students. Oversee and steward the application and award processes for scholarships, internships and mentorships. Serve as the point of contact for this program.
- Collaborate with Rhode Island College on efforts to address racial bias in the Association of Social Work Board (ASWB) licensing exam.
- In collaboration with MHARI's community-based DEI Advisory Council, develop, implement and lead community outreach projects, programs and events that support the following areas in the mental health realm: education, advocacy,

community research, treatment, policy, equity, diversity, inclusion, prevention, and ending stigma.

- Coordinate Mental Health First Aid trainings for community health workers
- Work with MHARI's Executive Director and relevant external stakeholders to address the lack of uniformity in the collection of demographic data from licensed behavioral health providers and consumers (via licensing requirements, intake forms, or insurance enrollment).
- Promote and support the establishment of support groups and peer support specialists in minority communities.
- Help MHARI become a leader on inclusive hiring and recruitment policies. Promote our policies as model templates that other behavioral health providers in Rhode Island might follow.
- Oversee Bridging the Divide's program evaluation efforts. In collaboration with staff and other stakeholders, design and implement evaluation tools and procedures. Collect, maintain, analyze and report pertinent data per funders' contracts.
- Attend and lead monthly DEI Advisory Council meetings. Attend meetings with staff and other stakeholders as needed.
- In collaboration with MHARI co-workers, pursue policy and administrative solutions. This might include lobbying at the State House, meeting with Rhode Island's leaders, and partnering with stakeholders at the state and community levels.
- Seek resource development opportunities and share them with the Executive Director and fundraising consultant. Participate in fundraising efforts, including events, grant writing, meetings with funders, and online campaigns.
- Supervise DEI interns and volunteers, track their hours, and regularly meet with them.
- Build and maintain relationships with community-based organizations, places of worship, schools, students, parents, mental health providers, relevant state departments, and other stakeholders. Represent MHARI to the public in a positive light.
- Maintain prompt communication with external stakeholders and MHARI coworkers. Serve as our community liaison by maintaining the 'info@mhari.org' inbox and responding to our office voicemail messages
- Work with MHARI's website developer and staff to maintain the program's webpage
- Write press releases, reports, correspondence, and other materials as needed
- Other duties as assigned.

What you will bring to the role:

- Rhode Island resident with knowledge of our state's diverse communities
- A strong understanding of the need for equity, diversity and inclusion in mental health
- Professional integrity - honesty, reliability, respect, open communication, strong work ethic
- Must be self-directed and able to work independently and remotely
- 3 to 5 years of leadership experience, especially but not limited to program management or project management
- 3 to 5 years of experience leading educational projects or programs
- 1 to 2 years experience with community research, evaluation, policy development, community organizing, and/or fundraising
- Creativity and a vision for what this program can achieve and become
- Confidence presenting to adults and youth/young adults in virtual or in-person settings.
- Passion for community service
- Strong organizational skills and the drive to take projects from concept to completion
- Excellent problem-solving skills, resourcefulness, and resilience in the face of change and challenges
- Exceptional communication skills (speaking, writing, and listening)
- Experience using G-mail and Google Drive, SurveyMonkey, Zoom, and Microsoft Office applications including Excel and PowerPoint, social media

The DEI Program Manager Position will work a **total of 30 hours** per week at **\$25 per hour (\$39,000/year)**. **Health and dental insurance benefits and paid vacation** are included. This is a **two-year grant-funded position**. Continuing the position beyond two years is subject to raising additional funds and is a priority for MHARI. This position reports to the Executive Director. MHARI is a permanently remote organization. Post pandemic, staff will continue to work from home but will be expected to physically attend community meetings as necessary. We offer a flexible work schedule and welcome those who have lived experience with mental illness.

To apply, please send a cover letter, résumé and two writing samples to employment@mhari.org by May 27, 2022.

About MHARI: Founded in 1916, the Mental Health Association of Rhode Island's mission is to promote and nourish mental health through policy development, advocacy and education. We listen to, speak for, and advance the interests and rights of people

with mental health conditions. Our overarching goal is to improve access to treatment so that every Rhode Islander can live their best life. We strive to cultivate an organizational culture of support, positivity, open communication, compassion and gratitude.

The Mental Health Association of Rhode Island does not discriminate on the basis of race, color, national origin, religion, gender, sexual orientation, or disability in our work, employment, and programs. All are welcome.