

HELEN FARABEE REGIONAL MHMR CENTERS
1000 Brook Street P. O. Box 8266 Wichita Falls, TX 76307-8266
940/397-3143

DATE: May 1, 2002

If you are qualified and wish to be considered for the following listed position(s), please contact the Human Resources Office, Texas Workforce Commission, or your local Mental Health Center.

VACANT POSITION	DEPARTMENT	POSITION NUMBER	CLASS NUMBER	MINIMUM SALARY	SHIFT
Volunteer Services Coordinator IV / Director of Community Relations & Planning / WF	Public Affairs	356	5234	\$14.71/hr – \$16.79/hr DOQ	8-5 M-F Generally

AGENCY MINIMUM QUALIFICATIONS:

Bachelor Degree in Public Administration, Marketing, Mass Communication.

PREFERRED QUALIFICATIONS:

Preference for strong understanding of public-funded behavioral health system in Texas.

ESSENTIAL TASKS/MARGINAL TASKS:

Coordinates and supports Board Advisory Committee activities, recruits and trains new members as needed. Maintains necessary meeting schedules, agenda, minutes and committee files. Coordinates the development, submission, and periodic review/revision of the Center's Local Plan. Submits approved Local Plan to TXMHMR within timeframes stipulated in the Performance Contract. Directly supervises and oversees the Community Relations and Volunteer Services functions of the Center.

GENERAL DESCRIPTION:

Under the supervision of the Executive Director, is responsible for the coordination of activities of the citizen advisory committees to the Board of Trustees, including, but not limited to: Network Advisory Committee (NAC), Mental Health Planning Advisory Committee (MH PAC), and Mental Retardation Planning Advisory Committee (MR PAC). Through the activities of these committees, coordinates and develops the Center's Local Plan and Network Plan. Assures the committees function according to their respective charge from the Board of Trustees (BOT) and within the requirements of TXMHMR. Work with other key Center management staff to assure these committees have the necessary information and input to carry out their functions.

Oversees the Community Relations functions for the Center. Assures an active and progressive Volunteer Services program. Through various forms of contact with the media and individuals/groups in the community, assures promotion of a positive public image for the Center and the public's understanding of the Center's mission and services.

All employees must be able to participate in and successfully complete all required trainings within 60 days of employment and thereafter as required. Must have valid driver's license and be insurable to drive Center vehicles. Proof of personal injury protection (PIP) insurance may be required for some positions.

Pat Lincoln
Human Resources Clerk

AN EQUAL OPPORTUNITY EMPLOYER
 VETERAN'S PREFERENCE GRANTED
 DRUG FREE WORKPLACE