



Position Title: Manager, Statewide Supervision and Workforce Development Initiative

Department: Mental Wellness Program

Reports to: Director of the Mental Wellness Program

Location: Hybrid (Work in Office and at Home)

Service Area: Statewide (*Occasional Travel Pueblo/Denver*)

Salary Range: \$65,000-\$70,000 Annually, Full-Time Employee

Position Summary: The Manager of the Statewide Supervision and Workforce Development Program is responsible for identifying, engaging, recruiting, and matching mental health professionals with candidates and/or graduate students who face barriers to accessing supervision services. This role ensures that the statewide Mental Wellness Program and its key initiatives are supported by qualified and skilled professionals. The manager plays a vital role in bridging gaps in access to supervision services. Additionally, the manager oversees the mental wellness continuing education initiative.

Key Responsibilities:

- 1. Identify, engage, and recruit mental health professionals to volunteer for the statewide Mental Wellness Program.**
 - a. *Recruit licensed mental health professionals across Colorado to volunteer in key supervisory roles, guiding candidates working towards licensure and contributing to the growth and sustainability of the mental health workforce ([Counseling and Support Group Initiatives](#)).*
 - b. *Recruit individuals who hold a master's degree in social work and have at least two years of post-graduate experience to supervise and mentor graduate students during their internships in community partner sites, providing guidance and support in their professional development ([School-Based Mental Health Initiative, Graduate Student Supervision Community Internship Initiative](#)).*
 - c. *Recruit volunteer mental health guest speakers to provide educational training and workshops, contributing to the continuing education of mental wellness program participants, volunteers, and the broader community ([Mental Wellness Continuing Education Initiatives](#)).*
- 2. Coordinate and match the recruited mental health professionals with candidates and graduate students who require clinical supervision.**
 - a. *Ensure that each candidate is paired with a suitable licensed supervisor, facilitating strong mentorship relationships that support the candidates in meeting their clinical requirements while advancing toward licensure. Pair each candidate with a licensed supervisor who aligns with their professional goals, ensuring that the supervisor is qualified to meet their clinical requirements.*
 - b. *Ensure graduate students are matched with supervisors approved by their university programs.*
- 3. Facilitate Introductions between the Supervisor and the Supervisee and Monitor Progress**
 - a. *Work with the Volunteer Experience Manager to support onboarding volunteers.*
 - b. *Organize an initial meeting between the supervisor and the candidate or student to discuss expectations, supervision goals, and schedules.*

- c. *Provide both parties with clear information on supervision guidelines and processes.*
 - d. *Develop and maintain a tracking system to monitor supervision schedules, completed hours, and milestones for both candidates and students.*
 - e. *Ensure that supervision records are maintained accurately and aligned with licensure and university program requirements.*
- 4. Provide Ongoing Support and Resources**
- a. *Schedule routine check-ins with both supervisors and candidates/students to assess progress and address any challenges in the supervision process.*
 - b. *Provide support and guidance as needed to resolve any concerns or obstacles that may arise during supervision.*
 - c. *Offer resources to supervisors, candidates, and students to enhance the supervision experience, such as best practices in supervision or guidance on licensure and university requirements.*
 - d. *Maintain open communication channels to ensure that both supervisors and supervisees feel supported throughout the supervision period.*
 - e. *Respond to any concerns raised by candidates, students, or supervisors regarding the supervision process.*
 - f. *Mediate conflicts or challenges to ensure that the supervisory relationship remains productive and professional.*
- 5. Gather and Review Feedback**
- a. *Collect feedback from both supervisors and supervisees to evaluate the effectiveness of the supervision matches.*
 - b. *Use feedback to improve future matches and ensure the program continues to meet all participants' needs.*
 - c. *Maintain detailed records of supervision outcomes, including successful licensure or completion of university requirements.*
 - d. *Evaluate and track key metrics*
- 6. Lead the Mental Wellness Continuing Education Initiative in partnership with the Mental Wellness Program Team ([sparKnowledge](#))**
- a. *Identify target areas for recruiting guest speakers, including professional networks, universities, industry conferences, and mental health associations.*
 - b. *Create outreach materials (e.g., emails, flyers, or brochures) to explain the benefits of volunteering as a guest speaker, emphasizing their contribution to continuing education.*
 - c. *Compile a list of potential speakers based on their expertise in relevant mental health topics, such as trauma, self-care, mindfulness, and mental health in schools.*
 - d. *Reach out to potential speakers with a formal invitation to participate in the Mental Wellness Continuing Education Initiatives.*
 - e. *Work with recruited guest speakers to coordinate suitable dates and times for workshops, ensuring alignment with the needs of the Mental Wellness Program participants.*
 - f. *Manage the logistical aspects of the workshops, including securing a venue (if in-person), setting up virtual meeting tools (if online), and managing participant registrations.*
 - g. *Promote upcoming workshops through various channels, including email newsletters, social media platforms, and community networks.*
 - h. *Track participant registration and attendance for each training session, ensuring the guest speaker is well-prepared for the expected audience size.*

- i. *After each session, gather feedback from participants on the quality and relevance of the workshop through surveys or evaluation forms.*
 - j. *After the workshop, send a thank-you note or certificate of appreciation to the guest speakers, inviting them to continue their involvement in future events.*
- 7. Participate in the Mental Wellness Task Force of Southern Colorado**
- a. *Actively participate in scheduled meetings, contributing insights and updates from the statewide Mental Wellness Program.*
 - b. *Stay informed about the task force's objectives and ongoing initiatives, ensuring alignment with the goals of the Mental Wellness Program.*
 - c. *Participate in discussions about the strategic direction of the Mental Wellness Task Force.*
 - d. *Assist with specific initiatives launched by the task force, such as mental health awareness campaigns, training programs, or public outreach efforts.*
 - e. *Use your position on the task force to advocate for the mental health needs of underserved populations in Southern Colorado.*
- 8. Promote Positivity**
- a. *Foster a supportive and collaborative team culture where members feel valued and appreciated for their contributions.*
 - b. *Encourage open and transparent communication among team members, creating a space where everyone feels comfortable sharing ideas, concerns, and feedback.*
 - c. *Demonstrate a positive attitude and model the behaviors you want to see in the team, such as respect, collaboration, and enthusiasm for the work.*
 - d. *Collaborate closely with Mental Wellness Program team members to ensure supervision integration and promotion across all initiatives, contributing expertise and supporting program cohesion and effectiveness.*
- 9. Other Tasks**
- a. *Collaborate on writing or editing grant applications and participating in donor campaigns to secure funding for program initiatives.*
 - b. *"Other duties" refer to additional tasks or responsibilities that may arise outside the primary scope of the role but are essential to the functioning of the program or organization.*

Required Qualifications:

- *Master's degree in social work*
- *Minimum of 3-5 years of experience in mental health services, workforce development, or program management.*
- *Live and work in the State of Colorado, specifically work in Pueblo or Denver*
- *Active Driver's License*

Preferred Qualifications:

- *Bilingual (English/Spanish)-Ability to communicate effectively with diverse populations and enhance service delivery to non-English-speaking communities.*
- *Comfort with using project management tools, CRM systems, and virtual platforms for communication and program delivery.*

Skilled Competencies:

- *Strong organizational and leadership skills, with the ability to manage multiple tasks and projects simultaneously and independently.*
- *Strong networking skills and the ability to foster relationships with community partners and professionals across the state.*

- *Excellent communication and interpersonal skills, with the ability to engage with a wide variety of stakeholders, including mental health professionals, community partners, and interns.*
- *Knowledge of clinical supervision requirements and processes for licensure in Colorado.*
- *Ability to work independently and as part of a team in a hybrid work environment.*

Benefits

80 Hours Paid Time Off each year

11 Paid Holidays per year

1.5 Week office closure at the end of the calendar year (employee does not use their PTO)

Medical Benefits (Spark covers 75% of the employee's premium)

Flexible hybrid schedule

Ample continuing education opportunities

Opportunity to innovate and be a thought partner with a creative team of professionals who are passionate about mental health equity

Submit Your Application

Please email a cover letter and resume to Dena Rodriguez-Leach, Director, Mental Wellness Program at drodriguez@sparkthechangecolorado.org

Early submission of application materials is encouraged. Screening of application materials will begin immediately and continue until the position is filled; **applications received by 4pm Monday, November 18, 2024**, will receive full consideration.

About Spark the Change Colorado

Spark the Change Colorado is a 501(c) Nonprofit Organization with a mission “We spark change and inspire a movement of good through the power of volunteerism, service, and civic engagement.”

We provide equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.