

**EASTERN PLAINS COUNCIL OF GOVERNMENTS
JOB DESCRIPTION**

**Mental Health Program Manager
Senate Bill 3 Judicial Region 4**

Summary of Position:

Must be able to work independently under the supervision of the Deputy Director serving three counties of the judicial region 4. This position requires the employee to perform technical assignments, including project management, research, data analysis, oral presentations, plan implementation, working with state agencies, and other duties related to the position. This is an FSLA-exempt position.

Reports directly to the Deputy Director.

This position has contact with employees of other organizations, public officials, funding agencies, state agencies, public and private agencies, and the public.

Essential Duties and Responsibilities:

1. Implement the work plan of Judicial Region 4 with the NM Health Authority and other agencies as assigned.
2. Oversee the performance of the regional plan.
3. Provide accurate reporting on program activities and progress.
4. Provide technical assistance to the region in accordance with the Judicial Region 4 plan.
5. Prepare reports for the EPCOG board, granting agency, and the public as necessary.
6. Manage public meetings as necessary.
7. Maintain records in accordance with applicable state and federal laws/regulations.
8. Participate in community, civic, and social events relevant to the job.
9. Ensures that EPCOG and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders and the public.
10. Travel, often extensive, is required.
11. Other duties assigned as they relate to the position.

Qualifications

- Education: Preferably a bachelor's degree in business, psychology, sociology, or a related field
 - An equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities may be accepted.
 - Additional licensures are a plus.
 - Bilingual in Spanish and English is a plus.
- Must have excellent organizational skills.
- Must be experienced at managing and overseeing projects.
- Must be detail-oriented.
- Knowledge of and experience in government programs (state and federal).
- Proficient computer skills.

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- Experience in organizing and facilitating boards, committees, and public meetings or hearings.
- Must have good organizational skills and be able to multitask.
- Excellent in Microsoft Office programs (Word, Excel, PowerPoint)
- Knowledge and experience with spreadsheets and data management.
- Must possess excellent communication skills (oral and written) and interpersonal communication skills.
- Must have proficient public speaking skills.
- Must maintain working relationships with public and private organizations, agency employees, and the public.
- Must be willing to learn and develop for the position.
- Must have a valid NM Driver's license and insurable driving record.

Email Resumes to vsoule@epcog.org

