

## **Liaison Coordinator – Maternal Mental Health (MMH)**

**Location:** New York State (Remote with minimal in-person)

**Position Type:** Full-Time

**Salary Range:** \$68,000 – \$82,000

### **Position Overview**

The Liaison Coordinator (LC) is a key member of the Project TEACH Maternal Mental Health (MMH) team as they triage cases, provide referral support, offer direct patient linkage services, manage evaluation services and help facilitate trainings for New York State (NYS) clinicians and professionals that serve pregnant and postpartum individuals. An important liaison between healthcare clinicians, mental health services and those who serve perinatal patients across the state, this front-line position coordinates to and from each of these areas on behalf of Project TEACH (PT) to best assist maternal mental health cases presented via our clinical consultation line. Open to NYS-licensed professionals, this position is primarily work from home but will require periodic travel to in-person meetings and training events throughout the State.

Project TEACH is seeking two liaison coordinators to support the maternal mental health team.

### **Key Responsibilities**

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- Program implementation and operation:
  - MMH phone-line coverage 2.5 days per week
  - Develop and maintain listings of perinatal mental health (private and public) services and basic needs services for residents of New York
  - Schedule and gather documents for MMH evaluations.
  - Provide referral support to those who serve perinatal patients in NYS
  - Help link patients to supportive services, when clinically indicated.
- Accountable for meeting program objectives, deliverables and guidelines.
- Outreach to any potential referral resource to foster relationships and become an expert on MMH supports across NYS.
- Monitor and complete required data reporting.
- Represent Project TEACH at meetings or exhibits as determined by program leadership.
- Establish and maintain cooperative relationships with mental health and healthcare clinicians.
- Works with the PT Maternal Mental Health team providing referral, training and outreach support.

### **Educational Requirements**

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- Master's degree in clinical mental health field, ie. LCSW, LMHC, LMFT, LCAT, etc.
- Active clinical licensure in the State of New York
- Completion of advanced training or certification in perinatal mental health is preferred (e.g., Postpartum Support International's Perinatal Mental Health Certification).

### **Experience Requirements**

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- Minimum of 3 years of patient-facing and/or collaborative care clinical experience serving pregnant and postpartum clients.
- Experience collaborating with physicians and other health care providers.
- Experience connecting clients to maternal mental health resources and basic needs services available in NYS.
- Experience navigating the public and private health systems in New York State.

### **Skills & Competencies**

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- Strong communication skills, including the ability to provide clear telephone communication, email correspondence and clinical documentation.
- Ability to work independently and as part of a collaborative team.
- Comfortable with telephone consultations and computer-based documentation
- Comfortable working with a wide range of mental health and medical professionals.
- High degree of empathy and cultural competence in working with diverse populations.
- Strong organizational skills and attention to detail.
- Understanding of grant and state contracted programs with program deliverables and reporting.

### **Why Work with Us**

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- Impactful role in advancing perinatal mental health support for clinicians and patients across New York State.
- Opportunity to work with a dedicated team of professionals focused on improving the mental health of perinatal individuals.
- Flexible work environment: Primarily work from home, depending on your physical location an in-person option may be possible.
- Travel reimbursement to in-person events.
- Competitive salary.
- Competitive benefits will be provided based on the applicant's location and hiring site. Note: While Project TEACH's administrative operations are based in Buffalo, NY, we contract with six hub sites that are located across the state.

### **Application Instructions**

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Please submit your cv/resume, cover letter, and a list of three professional references via email at [JoinProjectTEACH@gmail.com](mailto:JoinProjectTEACH@gmail.com).