



Mental Health Program Manager

Status: Full time

Compensation: \$52,000 - \$60,000 per annum, commensurate with experience

Location: Somerset County, NJ

Reports To: Director of Prevention & Mental Wellbeing

About CiC for Prevention and Recovery

CiC for Prevention and Recovery is a nationally recognized nonprofit organization dedicated to strengthening communities through evidence-based substance use prevention, mental health education, harm reduction, and recovery support services. Serving Somerset County and surrounding communities, CiC empowers youth, families, and individuals to build healthier lives in stigma-free communities.

Position Summary

The Mental Health Program Manager is responsible for the oversight, management, and successful implementation of CIC's mental health and wellness initiatives. This role ensures program effectiveness, grant compliance, and meaningful community impact. The position works collaboratively with stakeholders and community partners to expand mental health awareness, education, and access to resources throughout Somerset County.

Key Responsibilities

- Lead the implementation of community-based mental health awareness, suicide prevention, and mental health literacy initiatives.
- Coordinate community outreach and engagement activities designed to increase awareness of mental health, reduce stigma, strengthen protective factors, and promote early help-seeking.
- Coordinate Mental Health Awareness Month and Suicide Prevention Awareness Month activities including community events, educational campaigns, and distribution of mental health resources.
- Develop, update, and distribute a countywide Mental Health Resource Guide and other educational materials that connect residents to appropriate support services
- Establish and maintain referral and linkage pathways with community-based behavioral health providers
- Represent CIC at community meetings, coalitions, schools, and public events.
- Ensure programs align community needs and grant requirements.
- Plan and facilitate evidence based mental literacy trainings including Mental Health First Aid and QPR
- Prepare and submit grant reports, ensuring accurate data collection and reporting.
- Provide support to the prevention department's activities programs and events

Qualifications

- Bachelor's degree in social work, education, public health, counseling or a related field
- 3-5 years of relevant experience
- Strong presentation and engagement skills
- Ability to work independently and collaboratively
- Excellent organizational and communication skills
- Proficiency with Microsoft Office and basic data tracking
- MHFA and/or QPR Instructor certification a plus, but not required
- Experience with grant management a plus
- Evening and weekend availability required
- Valid driver's license and reliable transportation required.

Equal Opportunity Employer

CiC for Prevention and Recovery is committed to creating an inclusive workplace that values diversity of backgrounds, experiences, and perspectives. We encourage candidates of all backgrounds to apply.

To apply, email resume and cover letter to Susan Visser: svisser@communityincrisis.org