



## ***NM Genders and Sexualities Alliance Network Program LGBTQ+ Case Navigator and Project Coordinator***

The New Mexico Genders and Sexualities Alliance Network (NMGSAN) is a youth-led, youth-driven program for LGBTQ+ and allied individuals ages 13 and up. NMGSAN creates more secure, inclusive, and welcoming schools while also building resiliency, self-efficacy, and positive identity and mental health. We offer peer training, peer support, and leadership development among young leaders and activists, with leadership from our Youth Council. NMGSAN does its work through an anti-oppression, intersectional lens. NMGSAN also works closely with The Mountain Center's Adventure OUT! program, the National GSA Network, and many other community organizations serving the LGBTQIA2s+ community. This position is a new initiative for the NM GSAN combining primary work in case management and secondary work in program coordination.

### **Duties and Responsibilities**

- Demonstrate an understanding of the spectrum of gender diverse identities as well as the intricacies of how having a gender diverse identity can relate to psychosocial challenges for gender expansive youth.
- Familiarity with and awareness of the distinct ways in which gender dysphoria manifests in the lives of youth and accommodate these with empathy, nurturing and validation.
- Support administrative activities such as evaluation and reporting, and actively practice all Mountain Center risk management and other policies.
- Attains and maintains current First Aid, CPR, Mental Health First Aid, Naloxone, HIPAA and QPR Certifications as assigned.
- Follow and consult reference materials, manuals, etc.
- Creates inclusive, and welcoming spaces while also helping youth and adults to build resiliency, self-efficacy, positive identity and mental health.
- Adapts group and individual goals and activities to meet the needs of the clients and group.
- Offer peer training, peer support, and leadership development among youth clients
- Creates and maintains program/client files.
- Complies with HIPAA standards of documentation and communication.
- Attend staff meetings and team meetings.
- All duties as assigned

### **Case Navigation (75% of role or as directed)**

- Admits NMGSAN (or as referred ) clients needing support in aspects of case management, such as housing, skill building, jobs and other navigation of behavioral health services internally and externally. by reviewing records and applications; conducting orientations.
- Demonstrate an understanding of the spectrum of gender diverse identities as well as the intricacies of how having a gender diverse identity can relate to psychosocial challenges for gender expansive youth.
- Review and be in alignment with WPATH (World Professional Association of Transgender Health) Standards of Care for mental health.
- Support the therapist with case management plans that support diagnosis of gender dysphoria and other disorders
- Advocate for youth and educate parents and other critical support people in youth's lives to increase the affirmation of transgender and gender diverse youth at home, school and in their communities.
- Experience assessing and treating coexisting mental health issues such as anxiety and depression.
- Create Gender Support Plans with youth and work collaboratively with their families, school counselors, community members and other trans-supportive organizations.
- Maintains clients' records by reviewing case notes; logging events and progress.
- Work with clients with various diagnosis and treatment goals using a variety of modalities, such as Trauma Informed Care, CBT techniques, Motivational Interviewing, and others depending on the specific needs and goals of the clients.
- Responsible for complete client assessment and case management checklists
- Handle case assignments, draft service plans, review case progress and determine case closure.
- Facilitate multiple care aspects (case coordination, information sharing, etc) within TMC as well as outside of the agency.
- Help clients make informed decisions by acting as their advocate regarding their clinical status and treatment options.
- Professionally represent the TMC to clients, community members, interns, volunteers and staff.

#### **Program Coordination (25% of role or as directed)**

- Work closely with NMGSAN Program Coordinators by; Supporting NMGSAN Outreach to start or grow GSA clubs, register community members for NMGSAN programming as well as other NMGSAN initiatives.
- Provide Question Persuade Refer (QPR) training to community agencies, partners and members.
- Provide leadership for program sequences (co-develop and lead programming).
- Assist in implementing programs for youth-led, youth-driven programs for LGBTQ+ and allied individuals.
- Provide leadership for program sequences (co-develop and eventually lead overnight and daytime programming)
- Conducts program briefing and debriefing sessions with program staff.
- Responsible for completion of all program paperwork in a timely manner including activity report, pre and post surveys, program evaluation, and incident reports.
- Consults with the program manager regarding any significant, and/or expected alterations or occurrences, i.e. cancellation, program problems and incidents. Follows up with the program manager post program and relays pertinent information regarding programs.

**Minimum Qualifications** The uniqueness of this position requires significantly different sets of skills, experience and abilities.

- CSW, CCSS or CPSW certification (willing to provide)
- Associate or Bachelor's degree in a related field or higher and or two solid years of experience in behavioral health services
- Experience directly related to the duties outlined in duties and responsibilities
- Previous experience with psychological aspects of care
- Excellent knowledge of case management principles
- Experience working in LGBTQ+ communities and working in group settings
- Experience in Therapeutic, Behavioral Health or equivalent Programs
- Experience working in a team setting
- Excellent time management skills as well as meeting deadlines
- Ability to maintain highly confidential information in a professional manner
- Proficient in Microsoft Office including Word, Outlook, Access and Excel as well as Google Workspace
- Working knowledge of standard office equipment (personal computer/laptop, phone with voicemail, fax, copier, etc.)
- Ability to communicate in English, both verbally and in writing
- Excellent communication written, oral, electronically
- Wilderness First Aid and CPR, if not current with in the first 6 months of employment
- Pass a CYFD criminal background check and other background checks
- Clear driving record and valid driver's license with no restrictions
- Cultural humility and understanding of intersectional oppression
- Being an eager, rapid learner and self-advocate around new skills
- Ability to read and comprehend complex documents, respond effectively to the needs of clients, prepare correspondence, provide trainings and presentations, and communicate effectively with staff, clients, members of the community and others are all key activities of the position.
- Familiarity with the social, cultural and economic make-up of New Mexico or service area and ability and willingness to work with diverse populations
- Excellent interpersonal skills with the ability to effectively listen and offer solutions without passing judgment
- Ability to establish and maintain effective relationships within the community partners.
- Demonstrated capacity to appropriately and effectively market the Center's programs while strategically developing community networks to establish and/or maintain continued support for TMC

**Preferred Qualifications**

- Experience in GSA clubs and/or youth organizing
- Indigenous or Spanish language fluency
- Experience with video games, game knowledge and gaming culture.

The position provides 40 hours of work per week/weekends; salary range is \$35,500 - \$40,000 annually depending on experience and qualifications. Paid Time Off and health insurance benefits are offered immediately, and retirement benefits offered after one year of employment. The Mountain Center is an Equal Opportunity Employer.

Our work centers around LGBTQ+ individuals, people of color, individuals in recovery, people with various diagnoses and abilities, and other marginalized communities. Therefore, we strongly encourage people with these identities to apply.

To apply for the position, please complete an application form found at:

[https://themountaincenter.org/wp-content/uploads/2021/03/TMC\\_General\\_Application\\_03\\_2020.pdf](https://themountaincenter.org/wp-content/uploads/2021/03/TMC_General_Application_03_2020.pdf)

AND please provide a cover letter and resumé to The Mountain Center email jobs [at] themountaincenter.org. No phone calls, please. Position open until filled.