



## **BEHAVIORAL HEALTH COORDINATOR**

**REPORTS TO:** Director of Club Operations

Boys & Girls Clubs of St. Charles County (BGCSTC) seeks an emotionally intelligent youth advocacy and resource specialist to serve as an advocate and support to young people, fostering their coping mechanisms to improve their daily lives, school and peer experiences, and family relationships. The Behavioral Health Coordinator is responsible for teaching health education programs to Club members, connecting with families, training Club staff on social/emotional best practices, and serving as a liaison between unit leadership, the administrative team, and external care providers. This pivotal role requires expertise in Social-Emotional Learning (SEL) and trauma-informed practices, blending direct support, education, and community engagement. Based primarily at the O'Fallon Club Unit (1 Club Way, St. Peters, MO 63376), this position supports all Club locations, helping bridge the gap between Club services and community resources while ensuring members' social-emotional well-being.

**FSLA:** Full-Time Exempt with Benefits (health insurance, PTO, sick leave, 401K)

**SALARY RANGE:** \$40,000-45,000 annual salary (based on education/experience)

**Position Duties & Responsibilities** (*Percentages may fluctuate based on the needs of the organization*)

- **Case Management and Advocacy – 30%**
  - Provide tailored support to Club members (ages 5-18) and their families to overcome challenges and achieve measurable goals.
  - Act as a liaison to connect families with community resources, such as mental health, medical care, and social services.
  - Provide case management services to at-risk members, ensuring timely data entry, assessment, and prioritization of cases based on vulnerability and need.
  - Assist with mandated reporting, providing resources and guidance to families and staff.
  - Maintain confidentiality while effectively communicating sensitive information to support staff, ensuring respect for the privacy of members and their families.
  - Utilize evidence-based programs, such as Journeys and Smart Moves, to provide effective case management and advocacy, addressing members' unique needs and supporting their personal development.
- **Program Implementation and Training – 30%**
  - Teach health and wellness education programs, including mental health and prevention strategies, to Club members.
  - Train Club staff on social-emotional best practices and mandated reporting protocols.
  - Support staff and members after prevention education programs or crises.
- **Community Outreach and Partnership Building – 30%**
  - Act as the face of BGCSTC to community partners, fostering collaboration with local agencies and organizations to enhance services for members.
  - Build relationships with families to strengthen engagement and trust.

- Active participation in monthly Systems of Care meetings.
- **Data Management and Reporting – 10%**
  - Maintain accurate case notes and records for all members served directly.
  - Prepare detailed reports on member progress and program impact.
  - Regularly evaluate and adjust support plans to ensure success.
  - Review member education and/or social-emotional plans to identify support for both members & staff.
  - Add key information to the membership management system.

**Knowledge, Skills, and Abilities Required:**

- Ability to meet deadlines consistently and effectively.
- Strong organizational and record-keeping skills.
- Proficiency with Microsoft Office, Google Suite, and member management systems.
- Polished presentation and communication skills, both oral and written.
- Sound problem-solving and decision-making skills.
- Ability to advance the Club’s strategic direction.
- Capability to work directly with Club members in programming settings.
- Strong social perceptiveness, empathy, and case management skills.
- Demonstrated ability to build and maintain professional relationships with diverse populations.
- Excellent written and verbal communication skills.
- Proficiency in data collection and reporting.
- Ability to balance multiple priorities while maintaining professional boundaries.
- Familiarity with local resources, agencies, and other groups to provide support to children and families in need.

**Educational/Experience Requirements:**

- Completed or in progress Bachelor’s degree in Social Work, Psychology, Sociology, Public Health, or a related field.
- Job-related experience, such as teaching/coaching, community engagement, working in a school setting with pre-teens and teens, or case management.
- Experience working in nonprofit organizations is a plus.

**Other Requirements:**

- Able to lift and carry 25-50 lbs. and stand for extended periods.
- Availability to work weekends, early mornings, and/or evenings with advance notice.
- Reliable transportation
- Valid Class E Driver’s License (or willingness to obtain).
- Current Crisis Prevention Certification (or willingness to obtain).
- Knowledge of trauma-informed therapy techniques.
- Experience working with youth and families in community-based settings.
- Problem-solving and resilience in high-pressure situations.
- Familiarity with available community resources to children and families in need.
- Willingness to participate in Juvenile Crisis Intervention Training.

**Work Environment and Physical Requirements**

This position operates primarily in a youth-focused environment, requiring frequent interaction with children, families, and community partners. Travel between Club locations and community sites is necessary. Physical activities may include light lifting and extended periods of standing during program facilitation.

**About Us**

Boys & Girls Clubs of St. Charles County is a mission-driven organization dedicated to enabling all young people, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens.

**To Apply:** We encourage passionate and experienced individuals to submit a cover letter and resume (including 3 references), to [adminunit@bgcstc.org](mailto:adminunit@bgcstc.org) with "Behavioral Health" in the subject line.

Don't check off every box? Apply anyway! Studies have shown that women and people of color are less likely to apply for jobs unless they meet every listed qualification. At BGCSTC we are dedicated to building a diverse and inclusive workplace and developing new voices. If you're excited about this role but your experience doesn't align perfectly, we encourage you to apply anyway – you might just be the right candidate.

**Equal Opportunity Employer**

Boys & Girls Clubs of St. Charles County (BGCSTC) is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, national origin, age, disability, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state, and local laws.

*The information presented indicates the general nature/level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties and responsibilities required of employees assigned to this job.*