



New York Peer Specialist Certification Board, Inc.

Job Opening: Certification Coordinator

Location: Albany, New York

Annual Salary Range: \$35,000 - \$45,000 With Benefits

The New York Peer Specialist Certification Board, inc. (NYPSCB), a project of the Mental Health Empowerment Project (MHEP), has an immediate opening for a full-time **Certification Coordinator** in support of the NYPSCB contract. The **Certification Coordinator** is a contract funded position (currently through 2022) and is intended for a candidate with strong organizational, file/data management, customer service and computer skills. For more information about the NYPSCB, please visit www.nypeerspecialist.org

The Mental Health Empowerment Project, Inc. (MHEP) is a not-for-profit agency organized in 1988 to develop and strengthen self-help and mutual support activities throughout the United States. For more information about the MHEP, please visit www.mhepinc.org

The **Certification Coordinator** is primarily responsible for assisting the NYPSCB in the implementation of the New York Certified Peer Specialist (NYCPS) certification program and for performing duties necessary for the NYPSCB's office to effectively and efficiently conduct its business. The **Certification Coordinator** works with the NYPSCB Director to coordinate the certification program and assist candidates seeking certification. In addition, they are responsible for database management, NYPSCB Board support, managing the file systems and processing of mail for the NYPSCB office.

Responsibilities include but are not limited to:

- Overseeing the processing of certification records and files;
- Process mail and materials in a timely and orderly manner;
- Monitoring, maintain and manage the certification database;
- Provide NYPSCB Board support including taking meeting minutes, coordinating Board meetings and coordinating Board communication;
- Generate certification reports to be submitted to the senior management team, Board and funding agencies;
- Creating and maintaining effective relationships with applicants, certified professionals, peer service providers and funding agencies;

- Ensuring the processing of all certification materials and files are in line with statutory regulations, legislation and certification best-practices.
- Undertake special projects as requested by the Director and Board;

Skills and Qualifications

The qualified candidate is a team player with effective communication and customer service skills and should possess excellent organizational skills; data entry and computer skills including Microsoft office and email; attention to detail; customer service skills and ability to multi-task.

Experience with peer support, certification and not-for-profit organizations is a significant plus, but not required;

People in recovery from a mental health diagnosis or substance use disorder are strongly encouraged to apply;

HS Diploma/equivalency and experience in a professional office setting is required;

Equal Employment Opportunity Commitment

MHEP is an affirmative action, equal opportunity employer. The agency is dedicated to the goal of building a culturally diverse and pluralistic staff committed to working in a multicultural environment and **strongly encourages applications from women, minorities, individuals with disabilities and veterans.**

To Apply

Please email, fax or mail resume, cover letter and salary requirements to:

Mental Health Empowerment Project, Inc.
3 Atrium Drive, Suite 205
Albany, New York 12205

Fax: 518-434-3823

Attn: Erica MacLeod, Administrative Assistant

Resumes will be accepted until the position is filled.

Interviews are by appointment only. Only those candidates qualified for current positions will be contacted for an interview. Once your application has been received reviewed, you will be contacted regarding the status of your inquiry.