



**Prince William County Perinatal Mental Health Coalition of Virginia Coordinator
(PMHC-Va Coordinator)**

Job Posting

Postpartum Support Virginia (PSVa), a statewide non-profit serving pregnant and postpartum people, is immediately hiring. This is a 20-hour per week position, reporting to the PMHC-Va Coordinator Lead. It is an hourly position with a growing non-profit. Pay ranges from \$18 -\$21 per hour, based on skills and experience.

The Prince William County PMHC-Va Coordinator is PSVa's representative in Prince William County. This position will provide outreach and education to community members and partners to expand awareness of PSVa's services; co-develop services in the community that help to fill gaps in care (care coordination, support groups, peer mentor program); and coordinate the PWC Workgroup of PSVa's larger Perinatal Mental Health Coalition of Va.

The ideal candidate will need to be available Monday through Friday, with occasional evening and weekend availability for community events.

Roles and Responsibilities

1. Prince William County PMHC-Va workgroup Coordinator.
 - a. Lead the PWHC-VA Prince William County Workgroup, which includes quarterly meetings and regular communication with regional workgroup members about PSVa services, organizational updates, and new research in the field of perinatal mental health.
 - b. Develop partnerships that enhance PSVa's referral sources.
 - c. Ensure that those providing perinatal health services, mental health services, community-based organizations, and other regional agencies know PSVa's services and training programs.
 - d. Attend established meetings with community partners both in-person and virtually.
 - e. Manage PSVa's efforts to increase the number of individuals served in the region.
 - f. Represent PSVa at relevant community-based meetings and events.
 - g. Assist with fundraising initiatives and grant proposals as needed.
 - h. Ensure PSVa staff and volunteers are aware of community services and provide relevant updates for the website or other print materials.
1. Care Coordination

- a. Provide care coordination as needed to perinatal families and individuals from Virginia, with a focus on Prince William County.
 - i. Respond to care coordination requests promptly.
 - ii. Connect those in need of care coordination with appropriate services.
 - iii. Follow-up with clients to understand the result of care coordination and provide additional services as needed
 - iv. Conduct evaluations and distribute surveys as necessary.
 - v. Utilize case management software to track all necessary client information.
- 2. Organization-Wide Responsibilities
 - a. Serve as a member of the PMHC-Va Coordinator Team.
 - b. Participate in DEI training, in-person quarterly meetings, staff meetings, and other relevant team meetings.
 - c. Assist with report development for grantors and other constituents.
 - d. Assist with fundraising efforts (e.g., Maternal Mental Health Month, Shelane's Run, Giving Tuesday).
 - e. Other duties as assigned
- 3. Peer and Social Support
 - a. Facilitate in-person support groups, including evidence-based groups for Mothers and Babies and other groups that meet the community's needs.
 - b. Recruit peer mentors from the region and assist with peer mentor matching and oversight as needed.
 - c. Assist with organizing local social support training to increase the volunteer base in the region.

The ideal candidate will possess:

1. Excellent verbal and written communication; strong people skills.
2. Ability to multi-task, prioritize, and complete projects on time and within budget while working on long-term initiatives and strategies
3. Ability to work in a group and on their own.
4. Strong organizational skills.
5. Confidence in decision-making.
6. Familiarity with mental health resources and systems.
7. Familiarity with the perinatal time is preferred.
8. Live in the county or region designated.
9. Skill in relationship building and community outreach.
10. Prior experience with care coordination or case management is preferred.
11. Bilingual (Spanish/English) applicants are encouraged to apply.
12. Professionals with experience in perinatal health (e.g., nurses, doulas) and mental health, as well as those with experience in care coordination, case management, public health, or community organizing, are encouraged to apply.