



NASHVILLE INTERNATIONAL
Center for Empowerment

Associate Manager of Youth Mental Health

Nashville International Center for Empowerment, established in 2005, is a nonprofit 501(c)(3) ethnic community-based organization dedicated to ensuring refugees and immigrants achieve their full potential now and for generations to come. The Youth Education Associate Manager will report to the Youth Education Program Manager and will work closely with education program staff. This is a full time, 40 hour position.

Major responsibilities:

- Coordinate all ASA and UHP services for school aged children including School Enrollment, School Orientation, and Case Management
- Supervise ASA & UHP youth case workers, McMurray ASP Site Coordinator
- Maintain hardcopy and electronic files for all ASA & UHP clients and ensure that caseworkers adequately document and report client activities
- Manage new and existing relationships with direct care providers and assigned social workers including reference materials for respective services rendered.
- **Facilitate mental health direct services including group and individual therapy, special events, and workshops in conjunction with the NICE PC program**
- Ensure that all internal processes are organized and efficient, particularly related to department workflow
- Ensure Youth Education policies and procedures are being adhered to by staff, volunteers, and students
- Facilitate AHP & UHP parent and minor client intergenerational group counseling with the NICE PC program to demonstrate improved emotional and behavioral problems leading to psychological treatment
- Initiate and organize intergenerational culture exchanges with Metro Nashville Public School (MNPS) staff and NICE clients
- Contribute to the design and implementation of the Youth Education curriculum
- Contribute to the Staff Development plan for Youth Education team members
- Assist in timely and effective communication with community partners as well as donors
- Assist with the submission of program reports to donors, leadership, and governance board
- Attend training and professional development events as directed by the Youth Education Program Manager
- Assists in YPQA internal program evaluations

Successful candidates will demonstrate:

- Ability to work and manage a diverse team.
- Ability to work under pressure and adhere to deadlines
- Ability to shape collaborations and partnerships with others
- Ability to plan, prioritize, manage, control and execute tasks on timely matters
- Ability to present a strong interpersonal and verbal communication skills
- Have high levels of motivation, self-reliance, and independence

Requirements:

- Confidentiality concerning donors, clients, and interoffice communication
- Responsiveness to the requests of donors, clients, and volunteers
- Strong written and oral English proficiency
- Willingness to work non-traditional hours on occasion, such as nights and weekends
- Familiarity with Microsoft excel, information databases, internet and email
- Commitment to live and work in Nashville, Tennessee
- Reliable transportation

Experience:

- Minimum 3 year's relevant work experience AND a Bachelor's degree
- Experience in supervisory or management positions preferred
- Experience working in primary or secondary education, community outreach, or nonprofit work preferred
- Experience with diverse population groups preferred

COMPENSATION: Salary, paid vacation and holidays, medical reimbursement

Job Type: Full-time

Salary Range: 40-45K

Contact Information and Procedure:

Send cover letter, résumé, and salary range to careers@empowernashville.org. Qualified candidates will be contacted for an interview. No calls. Applications without requested information will not be considered.

APPLICATIONS WILL BE RECEIVED UNTIL THE POSITION IS FILLED.

Nashville International Center for Empowerment does not and shall not discriminate on the basis of race, ethnicity, color, religion (creed), gender, gender identity/expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all staff members, clients, volunteers, subcontractors, and vendors.