

## **Job Description: Evening/Weekend LifeNet Supervisor**

*Oversees evening and weekend operations of LifeNet, a crisis and behavioral health information and referral hotline. This is a salaried, 28 hr/week position, with prorated benefits. (0.8 FTE)*

### Responsibilities include:

*Conduct ongoing supervision sessions and monthly staff meetings with part time/per diem staff.*

*Ensure efficient dissemination of policy updates and program changes as directed by Director of LifeNet Operations.*

*Participate in all QI initiatives including live and recorded monitoring of Referral Specialist calls.*

*Work with the LifeNet Director of Operations, Director of Crisis and Behavioral Health Technology and Database Manager to ensure special initiatives are implemented and staff is able to carry them out effectively.*

*Oversee scheduling of part time/per diem staff, including MHA holiday coverage.*

*Assist LifeNet Director of Operations and the Director of Crisis and Behavioral Health Technology in LifeNet education and outreach efforts as needed.*

*On call after hours to assist staff when necessary.*

*Available to field calls when necessary.*

**Schedule** (potentially flexible; potential partial work-from-home hours after first 3 months)

Monday through Wednesday, 6pm to midnight (18 hours)

Saturday and Sunday, 12pm to 5pm (10 hours)

On call after hours as needed

**Compensation:** \$40,000 with prorated benefits

### **Qualifications:**

A Master's degree in Psychology, Social Work or related field, plus three years experience in a mental health field, with supervisory and administrative duties. Psychiatric emergency experience and/or information and referral services related to mental health preferred. Bilingual in Spanish or Chinese a plus.

**Contact:** Email resume and 3 professional references to Juanito Vargas, LMSW, Director of LifeNet Operations: [jvargas@mhaofnyc.org](mailto:jvargas@mhaofnyc.org)