



## **Statewide Community Support Program (SCSP)** **Ambassador**

### ***Job Summary:***

The SCSP Ambassador is responsible for providing project coordination and support to the overall operations of CSP across Pennsylvania at all levels including regional and local CSPs as well as assist new CSPs in the development process. Responsibilities will include creating statewide, local and regional connections, ongoing development of data collection and dissemination, assistance with advocacy efforts and education, identifying barriers and successes at all levels of the behavioral health system, and helping ensure a sustainable leadership model exists, all while working within the parameters of the grant funding through OMHSAS and Kutztown University. This position reports directly to the PMHCA Program Director and Regional CSP Leadership and is a full-time grant-funded position consisting of a minimum of two years.

### ***Qualifications:***

- High school diploma or equivalency, with college experience preferred.
- Computer literacy to include Office 365, Zoom, Teams, and other common platforms.
- Strong written, computer, database, and organizational skills
- Lived experience in the mental health system is ***required***.
- A strong understanding of CSP is ***required***.
- Individual ***must*** be able to travel extensively, mostly within Pennsylvania, have a valid driver's license, reliable vehicle, and insurance coverage.
- Experience with grant funding and management is ***required***

### ***Preferred Qualities:***

- Certified Peer Professional
- Experience in a non-profit setting
- Experience with all components of the behavioral health system

### ***Responsibilities:***

- Management of detailed budgets and record-keeping
- Answer telephones, emails, relay messages, answer and/or assign inquiries.

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2551 Walnut Street | Harrisburg, PA 17103 | 717-221-1022

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- Manage membership databases and related tasks.
- Perform clerical functions as requested.
- Inventory management and ordering
- Maintain minutes and notes for meetings as requested.
- Attend meetings, assist with projects, perform other tasks and duties as requested.
- Maintain professional and orderly workspace and etiquette.
- Engage in communication with members, allies, and community leaders throughout the commonwealth utilizing various forms of communication including but not limited to: email, list serves, messenger services, texts, social media, telephone, and face-to-face regarding the programs and activities of all levels of CSP.
- Assist in the planning, development and implementation of new programs and activities with staff based on member need/input.
- Maintain and expand programs and technical assistance assuring continuous quality improvement and community outreach; evaluate program activities to ensure compliance with contracts/funders.
- Facilitate meetings, trainings, and seminars as needed.
- Other duties as assigned and developed as the job description is reviewed and modified.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
Date

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