



MPDC Job Description

Job Title: Community Mental Health Manager	Department: Community Action
Position Status: Full-Time Exempt (35hr/wk)	Pay Rate/Salary: \$70,000 - \$85,000
Reports to: Assistant Director of Community Action	Estimated Start Date: ASAP

About MPDC: Madison Park Development Corporation (MPDC) is a 59-year old community development corporation (CDC) that serves the Roxbury neighborhood of Boston. Our mission is to develop and preserve quality, mixed-income housing in Roxbury, and to promote the renaissance of Nubian Square as a thriving neighborhood business district, recognized as a center of commerce and culture that anchors the economic revitalization of Roxbury. MPDC’s Community Action Department provides comprehensive programming to residents to help them mobilize, empower themselves, and address quality of life issues in the Nubian Square area.

For over 15 years, through its Community Support initiatives and collaboration with various community partners, MPDC has implemented creative, resident-driven solutions to community violence and public safety challenges. By offering comprehensive services that include career readiness, mental health support, and educational resources, we strive to help residents overcome barriers and thrive in their personal and professional lives.

Position Description: The Community Mental Health Manager plays a key role in supporting young adult participants ages 17-24, and program staff by providing direct behavioral health services and case management for those impacted by community violence. This individual will work closely with our Gun Violence Prevention (GVP) and Community Action teams to help incorporate trauma-informed practices, and develop workshops focused on mental health and well-being to ensure our youth receive the most supportive, holistic care possible. This individual should have a deep knowledge of trauma-informed approaches, violence prevention and intervention, racial justice, and community engagement.

The ideal candidate has a passion for relationship-building, equity-minded practice, the ability to lead projects with thoughtfulness and creativity, and has strong communication skills. This position requires confidentiality and the ability to work with some of the most vulnerable populations in a discrete and ethical manner.

Responsibilities:

- Conduct clinical intake assessments, mental health evaluations, and develop personalized treatment plans.
- Participate in multidisciplinary case management meetings to ensure comprehensive support for our participants.
- Coordinate care and make referrals to community-based resources as needed to ensure youth have the support they need to succeed.
- Collaborate with leadership to assess and implement best practices for mental health and trauma-informed care practices.
- Facilitate weekly wellness groups to encourage emotional well-being and resilience among participants.
- Be a resource for the Gun Violence Prevention team, offering support around self-care and trauma management.
- Coach and support staff to ensure they are equipped to address the social-emotional needs of the youth we serve.
- Maintain accurate case records and generate monthly reports using Salesforce CRM.
- Uphold confidentiality in all interactions involving sensitive populations.
- Attend regular team meetings and professional development sessions to continue advancing your skills and knowledge.

Required Knowledge, Skills, and Experience: *

Education: Bachelor's degree

Experience: Minimum of 2 years of relevant experience in public health, social work, community development, or related fields.

Skills:

- Strong writing and public speaking skills.
- Experience in violence prevention and intervention strategies, trauma-informed care, and youth engagement.
- Experience collaborating with BIPOC, LGBTQIA+, immigrant, and system-involved communities.
- A strong commitment to maintaining professional boundaries and confidentiality.

Preferred Knowledge, Skills, and Experience:

- Master's Degree with 2+ years of experience in public health, social work, community development, or related fields.
- Valid Massachusetts LICSW, LMHC, LCSW, or license-eligible candidates.

*Must be able to pass a CORI, reference, educational and professional licensure check

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