**Director of Behavior Health Workforce Education and Training (BHWET) Program**

The Director of BHWET Program is a full-time, grant funded, administrative position. Minimum qualifications include a Master’s Degree in education, counseling or related field. Prefer a minimum of four years full-time paid work experience in federally funded grant programs, personnel and budget management and reporting, preferably in a post-secondary education setting.

Required knowledge and experience with fiscal and programmatic compliance with federal regulations; federal reporting and documentation requirements. Strong data collection and analysis skills preferred. Candidate must demonstrate ability to maintain confidentiality and ability to implement a service intensive program in an efficient and timely manner. Must have strong written/oral communication and interpersonal skills.

Responsibilities include the recruitment, enrollment and case management of all project participants, coordination of monthly BHWET advisory board meetings, serve on college committees that directly impact the success of the project, maintain project databases and reporting structure, prepare and submit annual reports of project progress to HRSA according to guidelines.

Please provide a cover letter describing your experiences that pertain to this position and resume to bhwetdir@fmcc.edu. This position will remain open until a successful candidate has been identified.

*FMCC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran or disability status. The Civil Rights Compliance Coordinators have been designated to handle inquiries regarding non-discrimination policies and can be contacted at: Human Resources Administrator, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8403 (for employee issues) and the Vice President for Student Affairs, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8100 (for student issues).*