Director of Behavioral Health Workforce Education and Training (BHWET) Program

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

The successful candidate will bring required knowledge and experience with fiscal and programmatic compliance with federal regulations as well as federal reporting and documentation experience. Strong data collection and analysis skills preferred. Candidate must demonstrate ability to maintain oversight and referral to service delivery systems and supports. Must have strong written/oral communication and interpersonal skills.

Responsibilities include establishing a network with community partners who specialize in behavioral health. This person will establish relationships and connections with FMCC’s workforce development area, financial aid office and office of admissions; be responsible for overseeing successful outcomes of eligible students in the program, and will establish and coordinate monthly BHWET advisory board meetings. The candidate will also serve on college committees that directly impact the success of the project, maintain project databases and report submission, prepare and submit annual reports of project progress to HRSA according to grant guidelines. This position will also plan and administer the budget for this grant.

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).