



Position Title: Mental Health Coordinator

Reports To: Director of Health Programs

Location: Remote (with coordination responsibilities in the US and Middle East)

Organization: HEAL Palestine

Type: Full-Time

About the Organization:

HEAL Palestine was founded on January 1, 2024, as a nonprofit organization dedicated to helping children in Palestine, with a special focus on Gaza children, using a holistic approach that empowers our volunteer community globally. Our focus is on building programs that help heal children and give them opportunities in Health, Education, Aid, and Leadership (HEAL).

Overview of Position:

HEAL Palestine is seeking an experienced and compassionate Mental Health Coordinator to oversee all mental health programs in the Middle East and coordinate mental health care for injured children coming to the US with our Global Healing team. This role involves supervising, supporting, and monitoring programs and the care of children, working closely with volunteers and staff, and reporting to the Director of Health Programs.

Primary Responsibilities:

1. Program Oversight and Coordination:
 - Oversee the implementation and management of all mental health programs in the Middle East, particularly in Gaza and Egypt.
 - Coordinate with the Global Healing team to ensure seamless mental health care for injured children coming to the US.
 - Develop and implement mental health initiatives and interventions tailored to the needs of the injured children.
 - Train host families and volunteers on relevant mental health issues faced by the injured children and their families.
 - Ensure the protection of children receiving mental health treatment.

2. Supervision and Support:
 - Supervise and support staff, contractors, project leaders, and volunteers, who work with the children and beneficiaries, providing guidance and training as needed.
 - Ensure that all mental health programs are staffed appropriately and that staff are well-supported in their roles.
 - Monitor and evaluate the effectiveness of mental health programs and interventions implemented and supported by HEAL Palestine.
3. Care Coordination:
 - Coordinate the mental health care of children, ensuring they receive comprehensive and holistic support.
 - Work with healthcare providers, therapists, and other professionals to develop individualized care plans for each child.
 - Ensure continuity of care for children transitioning between programs in the Middle East and the US.
 - Compile a list of Arabic-speaking therapists willing to treat the children in the US.
4. Volunteer and Staff Collaboration:
 - Foster a collaborative and supportive environment for volunteers and staff working in mental health programs.
 - Facilitate regular meetings and communication between staff, volunteers, and other stakeholders.
 - Provide training and professional development opportunities for mental health staff and volunteers.
5. Reporting and Documentation:
 - Maintain accurate and up-to-date records of program activities, outcomes, and impact.
 - Prepare regular reports on program progress, challenges, and achievements.
 - Ensure compliance with all relevant regulations, guidelines, and best practices in mental health care.

Requirements:

- Advanced or post-graduate degree in Psychology, Social Work, Mental Health Counseling, or a related field.
- Minimum of 5 years of experience in mental health program management, preferably in a nonprofit or humanitarian context.
- Strong knowledge of mental health issues affecting children in conflict zones.

- Excellent organizational, communication, and leadership skills.
- Ability to work effectively with diverse populations and in challenging environments.
- Fluent in English; proficiency in Arabic preferred but not required.
- Ability to travel as needed to support program activities.

The above job description does not contain a comprehensive listing of activities, duties, or responsibilities that are required of the personnel.

Application Process:

Interested candidates should submit a resume and cover letter outlining their qualifications and interest in the position to HR@healpalestine.org with the subject "Mental Health Coordinator Application." Applications will be reviewed on a rolling basis until the position is filled.

HEAL Palestine is committed to diversity and equality in employment and encourages qualified candidates from all backgrounds to apply.