



Resource Coordinator

MindPeace, Cincinnati, OH, US

January 9, 2026

Salary Range: \$20-\$25 Hourly

Part-time

25 to 30 hours per week during business operating hours. Flexible schedule possible. Hybrid position.

Delivers an array of services focused on helping children, youth and families access quality mental health services. Performs a variety of functions in multiple settings, displaying an understanding of family dynamics, cultural preferences, and community environments.

Supervisor: Director of Quality Improvement

Primary Duties and Responsibilities:

Direct Client Service

- Provides behavioral health referrals.
- Provides coordination in crisis management as needed.
- Maintains provider database and community referral sheets in collaboration with partner schools.
- Provides Smartsheet training to school and mental health staff.

Internal and External Collaboration

- Consults, collaborates and coordinates with guardians/parents and providers to find available mental health care that fits the specific needs of their child or family. Earns the trust of guardians/parents through professionalism, maintaining confidentiality and timely responses is critical.
- Assists in gaining access to essential community resources, linking to formal community services/systems.
- Develops and maintains a working knowledge of community resources maintaining updated information in the MindPeace provider database.
- Builds and sustains effective working relationships with community mental health agencies, mental health providers, non-profit organizations, and referral partners.

MindPeace Room™ Support

- Supports the ongoing operation of MindPeace Rooms, which are social-emotional calming and learning centers primarily located in schools.
- Assists with administrative tasks related to MindPeace Rooms, including maintaining documentation, inventories, scheduling and communication with school partners.
- Provides data management support-related metrics in collaboration with the Director of Quality Improvement.
- Assists with training school staff and partners on the purpose, use and maintenance of MindPeace Rooms.
- Identifies and helps troubleshoot challenges related to Room usage, workflow, materials, or implementation and collaborates with MindPeace staff and school partners to resolve issues.
- Supports continuous improvement efforts by providing feedback, participating in evaluations and helping implement enhancements to the MindPeace Room model.

Administration

- Collaborates with MindPeace staff members.
- Adheres to all organization's standards and expectations. Responsible for meeting administrative expectations including, but not limited to maintaining required documentation and reporting data in a timely manner.
- Ensures all required documentation is submitted accurately and on a timely basis. This includes the maintenance of all SmartSheet worksheets.
- Attends professional development trainings as indicated.
- Attends meetings and committees as requested.

Other duties as assigned

Minimum Education, Experience and Other Skill Requirements:

This position requires a minimum of an Associates degree in Social Work, Counseling or related field from an accredited college or university plus a minimum of one-year working in mental health and wellness with children and families. Excellent verbal, written and interpersonal communication skills are essential. Must possess minimum technical skills including familiarity with Microsoft Windows and ability to use standard Microsoft Office applications. Knowledge of SmartSheet a plus.

To be successful in this position, we are seeking an organized, responsible, self-motivated individual who can problem-solve effectively while building and maintaining rapport with families. The ideal candidate will be comfortable engaging in conversational discussions with families about their child's mental health needs, identifying appropriate mental health providers, and ensuring the family is successfully connected to quality care.

This role requires strong observational and listening skills to identify both stated and unstated needs, along with a willingness to inquire further to better understand situations. Because MindPeace aims to support families in achieving mental wellness, the candidate must also recognize when basic needs may need to be addressed first.

Comfort working with school professionals and families from diverse socioeconomic backgrounds, cultures, and social dynamics is essential.