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## REQUEST FOR QUALIFICATIONS

**Title:** Crisis Response Initiative Project Manager

**Compensation:** \$65,000 to \$85,000 based on experience and qualifications

**Reports To:** Joy Holliday, Chief of Staff

**Position Summary:** The City of Gary is seeking a highly organized and experienced Mobile Mental Health/Crisis Response Initiative Project Manager (PM) to oversee the development and implementation of a mobile mental health/crisis response initiative aimed at improving access to mental health services in the community and reducing reliance on law enforcement when clinical treatment is called for. The Project Manager will be responsible for managing the project from planning to execution, ensuring that all project goals and objectives are met within the specified time frame and budget.

### Responsibilities:

- Develop and oversee the project plan, budget, timeline, evaluation, and resources required to deliver the mobile mental health/crisis response.
- Work closely with the City of Gary's Health Department and other stakeholders to identify community needs and develop a comprehensive mobile mental health program that meets those needs.
- Collaborate with mental health professionals, community organizations, law enforcement, and stakeholders to develop and implement strategies for outreach and engagement.
- Manage project risks and issues, ensuring that they are identified, monitored, and resolved in a timely manner.
- Ensure that all project deliverables are produced to a high standard and on time.
- Oversee the selection and management of external vendors, contractors, or consultants as required to support the project.
- Monitor project progress and report regularly on project status to stakeholders, including providing regular updates to senior management.
- Develop and manage relationships with key stakeholders, including funders, community partners, law enforcement and mental health professionals, including those partnering with the State's "988" program.
- Lead the project team, providing guidance, support, and motivation to ensure successful project delivery.
- Ensure compliance with all relevant City policies, regulations, and laws, and ensure compliance with State crisis response guidelines.

Office of the Mayor, 401 Broadway, Gary, IN 46402  
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**Qualifications:**

- Bachelor's degree in project management, business administration, healthcare administration, or a related field.
- At least 5 years of experience in project management, preferably in the healthcare or social services sector. Experience managing complex projects with multiple stakeholders and competing priorities.
- Demonstrated ability to develop and successfully execute project plans and budgets.
- Strong leadership and team management skills.
- Excellent communication and interpersonal skills, with the ability to build strong relationships with stakeholders and team members.
- Knowledge of mental health services and community-based healthcare models.
- Experience in grant writing and management is a plus.

The Crisis Response Initiative Project Manager will be a critical member of the Mobile Mental Health/Crisis Response Initiative Team and will have the opportunity to make a significant impact on the community's mental health and well-being. If you are passionate about improving access to mental health services and possess the skills and experience required for this role, we encourage you to apply.

Please email a cover letter and resume or CV to [CrisisResponse@Gary.gov](mailto:CrisisResponse@Gary.gov).

Request for Qualifications open until 11:59 pm CT on September 30, 2023. **Deadline extended to 11:59 pm CT on November 15, 2023.**