



INSTITUTE OF WOMEN & ETHNIC STUDIES

# JOB ANNOUNCEMENT

## TIERED SUPPORT ASSOCIATE

<b>Department:</b>	Collective for Healthy Communities (CHC)
<b>Employment Status:</b>	Full-Time
<b>Salary:</b>	Starts at \$55,000 - \$65,000
<b>Employment Dates:</b>	September 1, 2025 - September 30, 2026

### JOB SUMMARY:

The Tiered Support Associate, under the direction of the Director of IWES' mental health division, the Collective for Healthy Communities (CHC), and Senior Program Manager of Community Engagement with IWES and the Coalition for Compassionate Schools (Cforcs), is responsible for coordinating all programming, including, but not limited to, youth group facilitation and co-facilitation of social-emotional learning groups and trauma groups, progress monitoring of small groups, collaborating with school partner Multi-Tiered Systems of Supports (MTSS) teams, supporting students in enrolled in Tulane's graduate service learning program MTSS course, professional development for school partners, and implementing Universal Mental Health Screenings in New Orleans schools. Additionally, the Tiered Support Associate is responsible for supporting the organization's day-to-day responsibilities, including attending and engaging in weekly staff meetings at IWES and Cforcs, collaborating with team members on their work streams, and working with external partners.

### DUTIES AND RESPONSIBILITIES:

- Support in program development, planning, evaluation, and implementation as assigned
- Support IWES Programs with partnership development and community organizing efforts to ensure that approaches are culturally resonant and community-driven
- Support school and community-wide strategies to engage families in learning about wellness, healing, and trauma recovery to promote greater engagement and empower families in the mental health treatment process
- Provide training and support for school and community partners
- Coordinate program activities with other IWES departments – e.g. Communications
- Support the coordination of research and evaluation activities, including design, recruitment and engagement, data collection, analysis, and dissemination of findings/outcomes required for each study or program

- Assist with the administration of program evaluations and survey instruments in accordance with evaluation and research protocols
- Collect and enter program data, and assist in maintaining project databases
- Document progress monitoring of small group facilitation
- Support with special projects and events as assigned
- Attend weekly meetings in person and/or virtual at multiple school campuses
- Attend weekly clinical and administrative supervision meetings

### QUALIFICATIONS:

- Clinician with experience or training related to school mental health (ex: licensed social worker, licensed counselor, or candidate interested in post-doctoral psychology)
- Highly skilled at working with children, parents, and educators in public school settings
- Working knowledge of Multi-Tiered Systems of Support in school settings
- Background in offering crisis intervention, addressing urgent mental health or safety concerns
- Proficiency in current versions of Google platforms, Microsoft Word, and Microsoft Excel
- Excellent interpersonal and written communication skills, preferably including experience in cross-cultural exchanges
- Strong understanding of child and adolescent development
- Effective problem-solving, conflict resolution, and communication skills
- Reliable personal transportation
- Flexibility as it relates to adapting to frequent changes in school schedules throughout the school year
- Ability to work independently and as a team member
- Bilingual Spanish speaker preferred
- Excellent organizational and time management skills
- Commitment to the organizational mission is essential
- Willingness to work night and weekend hours as requested; periodic travel is necessary

### HOW TO APPLY

Email cover letter, resume, and 3 professional references no later than  
**August 1, 2025** to [jobannouncement@iwesnola.org](mailto:jobannouncement@iwesnola.org)  
 with the subject **Tiered Support Associate Position**

### ORGANIZATIONAL BACKGROUND

Incorporated in 1993, the Institute of Women & Ethnic Studies (IWES) is a not-for-profit 501(c)(3) organization based in New Orleans, Louisiana. IWES is dedicated to improving the physical, mental, and spiritual health and quality of life for women of color and their families.

IWES works with communities, schools, individuals, policymakers, artists, and organizations to address health gaps and inadequate systems through community-driven, tailored health and wellness services. IWES combines advocacy, education, program delivery, training, media production, and research to improve wellness in communities. IWES works in the following areas: Resilience, Well-Being, and Mental Health; Adolescent Health; and Maternal and Child Health.