



**Job Title:** Director – RI Behavioral Health Medical Reserve Corps (RIBHMRC)

**Organization:** RI Behavioral Health Medical Reserve Corps (RIBHMRC)

**Location:** In-person – Centralized Office, West Warwick, RI / Field

**Hours:** Part-Time / Collateral Duty (up to 10 hours per week)

**Reports to:** Executive Director - RI Medical Reserve Corps

### **About Us**

The Rhode Island Behavioral Health Medical Reserve Corps (RIBHMRC) is RI-based 501c3 and an independent Medical Reserve Corps unit dedicated to enhancing Rhode Island’s behavioral health emergency response capacity. RIBHMRC provides trauma-informed, community-based support to individuals, families, and first responders impacted by crisis, disaster, or critical incidents.

The RIBHMRC oversees the Trauma Response Team (TRT) and the Law Enforcement Wellness and Resilience Program, and works closely with the Rhode Island Department of Health (RIDOH), the Department of Behavioral Healthcare, Developmental Disabilities & Hospitals (BHDDH), the Rhode Island Emergency Management Agency (RIEMA), and other statewide partners.

We are seeking a Director to support behavioral health programming, training, and volunteer management for the RIBHMRC. This position serves as a collateral duty to one of the Clinical Director roles and is ideal for a detail-oriented professional with experience in program coordination, behavioral health, or emergency management.

**Job Title:** Director  
RI Behavioral Health Medical Reserve Corps  
(RIBHMRC)



Responsibilities

- Coordinate all Behavioral Health Group (BHG)-related programs and deployments, including the Trauma Response Team (Program) and Law Enforcement Wellness and Resilience Program.
- Serve as the primary liaison to state agencies (BHDDH, RIDOH, RIEMA, and others) for behavioral health deployment coordination and communication.
- Oversee onboarding and credentialing of new volunteers, ensuring compliance with all RIBHMRC and MRC requirements.
- Develop, maintain, and update training materials, orientation programs, and volunteer handbooks.
- Manage deployment rosters, activation procedures, and internal communication protocols to ensure effective and timely response.
- Coordinate with leadership to maintain operational readiness and consistency across behavioral health initiatives.
- Organize and support training events, continuing education opportunities, and workshops for volunteers and community partners.
- Manage reporting and oversight of all behavioral health–related grant funding, ensuring timely submission of reports, deliverables, and documentation in coordination with fiscal and program staff.
- Support data collection, evaluation, and after-action reporting for deployments and training activities.
- Provide on-site logistical support during behavioral health deployments and community missions as needed.

**Job Title:** Director  
RI Behavioral Health Medical Reserve Corps  
(RIBHMRC)



**QUALIFICATIONS**

**Required**

- Bachelor's degree or higher in public health, psychology, social work, counseling, emergency management, or related field.
- Minimum 3 years of experience in program coordination, behavioral health, or emergency response.
- Excellent organizational, communication, and administrative skills.
- Ability to work collaboratively across agencies and teams.
- Availability for on-site work (up to 10 hours per week) at the RIBHMRC office in West Warwick.

**Preferred**

- Master's degree in a behavioral health, public health, or emergency management discipline.
- Experience with Medical Reserve Corps, volunteer coordination, or public health preparedness programs.
- Familiarity with grant management, reporting, and compliance.
- Background in crisis response, trauma-informed care, or disaster behavioral health.

**Work Environment**

- In-person position based at the RIBHMRC centralized office in West Warwick, RI.
- Flexibility necessary for occasional attendance required at trainings, meetings, and field deployments across Rhode Island.

**Compensation**

- Collateral duty position, up to 10 hours per week.
- Hourly rate commensurate with experience.

**Job Title:** Director  
RI Behavioral Health Medical Reserve Corps  
(RIBHMRC)



**Why Join Us?**

- Play a key leadership role in enhancing Rhode Island’s behavioral health emergency preparedness.
- Collaborate with dedicated clinicians, volunteers, and public health partners statewide.
- Help shape training, deployment, and volunteer engagement systems that strengthen community resilience.
- Contribute to a mission-driven organization making a tangible impact across the state.

**How to Apply**

**Visit:** [www.rimrc.link/career](http://www.rimrc.link/career) to apply and upload your CV/Resume.

**Questions?** Please email them to [jlawrence@rimrc.org](mailto:jlawrence@rimrc.org) with the subject line: “RI BHMRC Director Question ”