

REQUEST FOR PROPOSALS

Mental Health Specialist (Independent Contractor)

About COITWI:

The Creators, Originators & Innovators of Tomorrow Workforce Initiative (COITWI) is a paid workforce development program for Columbus high school students (grades 9–12). From October through December 2025, interns engage in leadership, STEAM learning, and community impact projects. Learn more at www.rickenbackerwoods.org/coitwi.

Role: Mental Health Specialist (Independent Contractor)

Location: Rickenbacker Woods Foundation, 1330 E. Livingston Ave, Columbus, OH 43205

Term: October–December 2025 (approx. 10 weeks)

Schedule:

- Thursdays 3:30–7:30 PM (group sessions, assessments, check-ins)
- Saturdays 11:00 AM–1:00 PM (group sessions)
- Plus up to 15 additional hours during the term for youth programming such as resilience workshops, art-based mental health projects, and peace-building exercises (scheduled flexibly in consultation with the ED).

Responsibilities:

- Facilitate weekly group sessions; provide drop-in support before/after sessions.
- Conduct brief youth check-ins and wellness/needs assessments.
- Design and lead up to 15 hours of additional programming (e.g., mental health exercises, art-for-healing, coping skills labs).
- Refer interns to outside practitioners when deeper care is needed; track referrals.
- Communicate progress and concerns with the Executive Director; document serious incidents.
- Support parent relationships; provide family feedback when appropriate; uphold confidentiality per Ohio law.

Qualifications:

- Preferred: Ohio LSW (Licensed Social Worker); related licenses/certifications welcomed.
- Candidates with credible youth mental health experience encouraged to apply.
- Experience with diverse high school populations; trauma-informed, culturally responsive practice.
- Excellent communication with youth, guardians, and program leadership.
- Comfort with group facilitation, de-escalation, and mandated reporting requirements.

Compensation: Competitive, commensurate with experience. Paid as independent contractor.

To Apply:

Send resume, cover letter, references, and proposed rate to:

Michael Aaron, Executive Director

■ rickenbackerassistant@gmail.com | ■ 614-427-3201

“Supporting Columbus youth through STEAM, history, and healing.”