

Project Coordinator/Senior Project Coordinator (Full Time)
Functional Family Therapy-Foster Care (FFT-FC) Performance Improvement Center

Summary

The Child Health and Development Institute (CHDI) is seeking a **Project Coordinator or Senior Project Coordinator** to support our Quality Improvement work related to foster care. Responsibilities will include working closely with DCF and providers within the state's Functional Family Therapy-Foster Care (FFT-FC) program; supporting the implementation of a strategic plan for recruitment of foster families; refining and communicating processes for when placement disruptions occur; and developing training and professional development opportunities. The ideal candidate will have experience in child welfare, be knowledgeable about foster care, and understand Connecticut's programs and context. ***Candidates may be considered for a Senior Project Coordinator role with at least three years of experience managing similar projects, including contracting and budgeting, along with strong writing and relationship management skills.***

Required Education and Skills

- Bachelor's Degree (Master's Degree preferred) in psychology, public health, social work, education, child development, or a closely related field;
- Knowledge of and/or lived experience with the children's behavioral health system and/or the child welfare system; experience working in the foster care system is preferred but not required
- Experience with partnership development, project coordination, program implementation, contracts management, and/or project management;
- Experience with interpreting and utilizing data for quality improvement activities;
- Must be extremely organized, efficient, and a strong team player;
- Excellent interpersonal, communication, writing, and time management skills; and
- Proficiency with MS Office Suite (Word, Excel, Outlook) and other software applications (e.g., Alchemer, Zoom, Microsoft Teams).
- Skills and experience that are preferred, but not required, include: grant writing; scholarly publication and research reports; and online survey tools (e.g., Alchemer).

Responsibilities will likely include:

- Communicating with partners, through work groups/meetings/advisory councils to understand the needs of the system and identify proposed solutions;
- Reviewing literature and connecting with subject matter experts when needed to understand best practices in the field;
- Reviewing agency policies, activities, and practices related to recruitment and retention;
- Supporting development of a strategic plan for the statewide recruitment of foster parents in the FFT-FC program;
- Working closely with the provider network to help them implement strategies to retain foster parents;
- Working closely with providers and DCF to develop a process to effectively handle placement disruptions; occasional after hours on-call support may be required to support providers when a placement disruption occurs;
- Developing new training opportunities for the FFT-FC network, including materials to support implementation (e.g., handouts, reports);
- Working with support staff to coordinate trainings, including registration, providing support for users, and administering surveys and assessments;



- Coordinating project activities and overseeing subcontracts to ensure that all project deliverables and contract requirements are met on time and within budget;
- Scheduling, convening, and facilitating virtual and/or in-person team meetings;
- Regularly updating the team on progress toward deliverables at internal and external meetings;
- Communicating findings, in written and verbal formats, to internal/external stakeholders, including project reports, CHDI publications, and/or peer-reviewed publications;
- Participating in related committees, workgroups, and internal/external meetings with partners; and
- Assisting with other aspects of the initiative and CHDI's work, including administrative and operational support as needed.
- Additionally, supervision may be part of the Senior Project Coordinator role.

Candidates who do not meet every requirement listed but have additional relevant education or experience to the position are encouraged to apply and explain in their cover letter.

Compensation

Compensation will be based on experience and will range from \$61,000 - \$66,000 annually (Full Time Equivalent) for Project Coordinator and \$70,000-\$78,000 for Senior Project Coordinator. Compensation will be determined based on the qualifications of the candidate and includes a generous benefits package including a 403b retirement plan with company contribution of up to 10%; CHDI pays 85% of medical/dental insurance premiums including dependents; 9 paid holidays, up to 22 paid time off days, additional paid sick time off, and more.

About Us

The Child Health and Development Institute (CHDI) is an independent, non-profit organization located in Farmington, CT. CHDI is dedicated to improving the behavioral health and well-being of children in Connecticut and beyond by providing policymakers, providers, educators, and partners with a bridge to better and more equitable systems, practices, and policies. Our core initiative areas include system development and integration, evidence-based and best practice treatment dissemination, comprehensive school mental health, and data analysis & quality improvement. Primary strategic work activities include project coordination and management, data analysis, evaluation, quality improvement, research, consultation, training, technical assistance, and policy/system advocacy.

CHDI's core values of anti-racism, respect, accountability, collaboration, and equitable action have been intentionally and collaboratively designed to reflect the culture we strive to embody and the ways that we approach our work. We aspire to uphold these values to function as change agents who transform our organization, as well as the systems, practices, and policies that promote and support the behavioral health and well-being of children.

CHDI is an equal opportunity employer. It's our policy to provide equal opportunity to qualified individuals, at all levels of employment, regardless of race, color, religious creed, age, sex, gender identity or expression, marital or civil union status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, blindness, military service, veteran status, pregnancy, genetic information, or sexual orientation. This commitment to equal opportunity applies to decisions related to all aspects of employment.

In 2022, 2023, 2024, and 2025, CHDI was named to the list of Best Places to Work by the Hartford Business Journal. We are currently operating in a flexible, hybrid work environment with the expectation



that employees work from our Farmington, CT office one day per week. Therefore, candidates should reside within commutable distance of Farmington.

Please note: CHDI requires applicants to have current legal authorization to work in the United States and is unable to sponsor applicants for work visas. The successful candidate's employment is contingent upon the successful completion of a pre-employment criminal background check.

How to Apply

To apply, please click the following link:

<https://childhealthanddevelopmentinstituteofconnecticut.applytojob.com/apply/TD4SITPp4w/Project-CoordinatorSenior-Project-Coordinator>

Please include these required materials: (1) a detailed letter of interest describing qualifications, experience, and interest in the project described; (2) resume/curriculum vitae. **Applications will be reviewed on a rolling basis until the position is filled.** The position is contingent upon continued funding.

CHDI is an equal opportunity employer and acknowledges this in its solicitations or advertisements for employees. It is our policy to provide equal opportunity to qualified individuals, at all levels of employment, regardless of race, color, religious creed, age, sex, gender identity or expression, marital or civil union status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, blindness, military service, veteran status, pregnancy, genetic information, or sexual orientation. This commitment to equal opportunity applies to decisions related to all aspects of employment, including recruiting, hiring, training, selection, promotion, development, compensation, and the terms, privileges, and conditions of employment.

Terms and Conditions of Employment

CHDI requires applicants to have current legal authorization to work in the United States, and the organization does not sponsor applicants for work visas. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This is a hybrid position working in our Farmington, CT office for at least one day per week.