

## **Project Coordinator**

### **Full Time (40 hours per week)**

#### **Summary**

The Child Health and Development Institute (CHDI) is seeking a **Project Coordinator** with excellent data analysis and reporting skills to work on projects related to evidence-based practice dissemination and quality improvement initiatives in children's behavioral health. The Project Coordinator will be responsible for coordinating training and quality assurance activities for implementation of one or more child behavioral health evidence-based practices. Responsibilities will include working closely with initiative partners and subcontractors, state agency program managers and community-based and school-based providers developing training plans and materials, coordinating training and quality assurance activities, ensuring data collection/reporting into a web-based data system, data analysis and reporting, ensuring communication between project staff, trainers, and staff receiving training/technical assistance, and to provide technical assistance and support as needed during implementation.

#### **Required Education and Skills**

- Master's Degree in in psychology, public health, social work, child development, biostatistics, child development, or a closely related field;
- Must be extremely organized, efficient, and a strong team player;
- Excellent interpersonal, communication, writing, and time management skills;
- Experience with project coordination, program implementation, training, contracts management, and/or project management;
- Experience and skill with data management, analysis, and reporting, including proficiency with Excel;
- Experience with trauma-informed care, school-based mental health; evidence-based treatments, and/or knowledge of the children's behavioral health, education, child welfare, and/or juvenile justice systems in Connecticut is preferred but not required;
- Experience cleaning, managing, and reporting on data sets using SPSS and with Google Docs and online survey tools (e.g., Survey Gizmo) is preferred but not required;

#### **Responsibilities will likely include:**

- Responsibility for a primary project focused on delivering trauma-focused evidence-based treatment in schools (Cognitive Behavioral Intervention for Trauma in Schools [CBITS]), and supporting additional projects as needed.
- Coordinating project activities and training, including working closely with CHDI staff, DCF staff, training consultants, subcontractors, community-based and school-based providers, and others to ensure that all project deliverables are met on time
- Developing materials to support implementation (e.g. training materials,
- Organize, prioritize, and complete deliverables and tasks to meet project and contract requirements.

- Work closely with Data Analyst(s) to develop data collection, analysis, and reporting approaches, including producing high-quality data reports.
- Work with staff from state agencies and/or community-based behavioral health providers to offer training and consultation through in-person site visits and telephone calls to support implementation.
- Ensure deliverables are completed on time and within budget, including managing project budget and subcontractors.
- Work closely with other CHDI staff to continuously improve implementation processes.
- Supervise other staff, as needed (Data Analyst).
- Coordinate training activities, including identifying locations, preparing materials, providing support at trainings and securing refreshments (with support staff assistance),
- Assist with other aspects of the initiative and CHDI's work, including administrative and operational support as needed.

### **Compensation**

Full-time equivalent salary range is \$52,000 - \$60,000 depending upon experience. A generous benefit package is provided.

### **Organization**

CHDI is an independent, non-profit subsidiary of the Children's Fund of Connecticut, which was established in 1992. Working in partnership with state and regional agencies, hospitals, universities, and other organizations, we combine direct funding with research, policy analysis, advocacy, and technical assistance.

The mission of the Institute is to improve the quality of care for all children, emphasizing family-centered, comprehensive care that encompasses both physical and behavioral health. Collaborating with the Connecticut Children's Medical Center, the University of Connecticut, and Yale University, we strive to advance sustainable improvements in primary and preventive health and mental health care practices and policy for all the state's children, with a particular focus on disadvantaged or underserved children and families. CHDI develops, disseminates, evaluates, and expands effective models of practice in children's health, mental health, child welfare, juvenile justice, education, and other settings.

### **Applications**

Only applicants meeting the qualifications described will be considered. To apply, email (1) a current CV and (2) cover letter with qualifications, specifically addressing your experience related to the job requirements and responsibilities above, to Lori Schon at [schon@uchc.edu](mailto:schon@uchc.edu). Position is available effective 9/15/17 (anticipated), will remain open until filled, and is contingent upon available funding.

**The Child Health and Development Institute of Connecticut is committed to providing equal access to our employment environment and ensures that all employment-related decisions are in accord with the principles of equal opportunity.**