**Sr. Project Coordinator**

**Behavioral Health System Development**

**Full Time with Benefits**

**Summary**

The Child Health and Development Institute of Connecticut, Inc. (CHDI) is accepting applications for a Sr. Project Coordinatorto serve as the lead CHDI staff personadvancing implementation of the state’s Children’s Behavioral Health Plan. CHDI led the input gathering and writing of that plan which was submitted by the Connecticut Department of Children and Families (DCF) and approved by the Connecticut state legislature in October 2014 (www.plan4children.org). Since that time, implementation of elements of the plan have been overseen by an advisory board. Funding for this project comes from Connecticut state appropriations to DCF, contracted to CHDI.

**Required Education and Skills**

The position requires a minimum of a Bachelor’s Degree, with a Master’s Degree preferred, in Clinical, Community, or Counseling Psychology; Social Work; Public Health; Public Administration; or a related discipline from an accredited academic program. The position requires significant knowledge about and experience with the children’s behavioral health system in Connecticut and experience synthesizing research findings and best practices into actionable recommendations. Knowledge about other child-serving systems (e.g., education, juvenile justice, early childhood, etc.) is also highly valued. The ideal candidate will have the ability to think creatively and strategically, engage and lead system partners, and will possess deep knowledge and experience in system change. The position requires exceptional skills in organization and time management, project management, and verbal and written communication. Experience with one or more of the following is also highly desired: value-based purchasing, the behavioral health crisis continuum of care, data integration, behavioral health equity, public child-serving systems, systems development and integration, and implementation science.

**Primary Job Responsibilities**

The Coordinator will take the lead role in achieving the contract deliverables, which center on ensuring the success of workgroups and other activities to support implementation of the children’s behavioral health plan. Currently, there are three workgroups and new workgroups may be added or replace existing ones over time. Each workgroup is comprised of a number of system partners (e.g., providers, state agency representatives, advocates) with expertise in the identified areas. The workgroups include:

* Behavioral Health Urgent Care Centers & Crisis Stabilization Units
* Value-Based Payment and Measurement-Based Care
* Behavioral Health Data Integration

*For each workgroup*, the Sr. Project Coordinator will take the lead role in achieving the following:

* Establish workgroup goals and anticipated outcomes, identify and engage workgroup co-chairs, identify and complete high-priority tasks and activities
* Develop and maintain a list of workgroup participants, schedule meetings, ensure use of technology to facilitate meetings and activities (Zoom, Teams, Dropbox, etc.), establish agendas, identify and schedule presenters (Connecticut-based and/or national)
* Conduct background literature review (e.g., peer-reviewed articles, "gray" literature, best practice descriptions) and summarize findings and best practices; disseminate these materials and/or summaries to workgroup participants
* Write and post meeting minutes; provide updates to DCF contract manager, workgroup co-chairs, and internal CHDI team. Work with CHDI’s Communications area to update and post all relevant materials to website(s)
* Maintain close and consistent communication with DCF contract manager and CHDI team; monitor the project budget
* For each workgroup, take lead role in completing a maximum eight-page report summarizing the deliberations, findings, and recommendations of the workgroup; OR, complete another reasonably similar product identified as appropriate by the workgroup and/or its co-chairs
* Contribute to issue briefs, ad hoc data analyses, or other products when asked by a CHDI supervisor or senior manager. Complete other duties as assigned by a CHDI supervisor or senior manager.

**Compensation**

The selected applicant will receive a salary of $65,000 to $70,000 annually (full time) depending on experience. A generous benefit package is provided.

**About the Child Health and Development Institute (CHDI)**

CHDI is an independent non-profit organization located in Farmington, CT. Working in partnership with state and regional agencies, providers, schools, universities, and other organizations, we strive to advance equitable and sustainable improvements in behavioral health systems, practices, and policies for all the state's children. Our work is concentrated in the areas of evidence-based practice dissemination, system development and integration, quality improvement, school mental health, data analysis and research, evaluation, policy analysis, consultation, training, and technical assistance.

CHDI functions as an intermediary organization to develop, train, disseminate, evaluate, and expand effective models of practice in children’s behavioral health, juvenile justice, education, and other systems. We partner closely in those efforts with the Department of Children and Families, the State Department of Education, the CT Judicial Branch’s Court Support Services Division, The University of Connecticut- Department of Psychiatry, Yale University School of Medicine, family advocacy organizations, community- based providers, and others. CHDI does not provide direct clinical services.

**Applications**

To apply, please email to Lori Schon ([schon@uchc.edu](mailto:schon@uchc.edu)) the following: (1) a detailed letter of interest describing qualifications, experience, and interest in the project described; (2) curriculum vitae.

Applications will be considered 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.

**The Child Health & Development Institute of CT, Inc. requires applicants to have current legal authorization to work in the United States and the organization does not sponsor applicants for work visas.**