

## **Project Coordinator for Youth and Family Engagement Full Time (40 hours) with Benefits**

### **Summary**

The Child Health and Development Institute (CHDI) is seeking a **Project Coordinator** to work on youth and family engagement projects related to school and community-based systems of care implementation and sustainability in children's behavioral health. CHDI works to improve the quality of behavioral health services for Connecticut children and serves as the statewide Coordinating Center for the Connecting Children and Families to Care Initiative (CONNECT) and the School-Based Diversion Initiative (SBDI). CONNECT aims to advance a model for caregivers, schools, pediatric primary care and community-based behavioral health providers to work collaboratively to provide support and services for youth with behavioral health needs. SBDI is a school-level initiative that works to divert youth from juvenile justice system involvement and connects them to behavioral health services and supports. The Project Coordinator will be responsible for integrating youth and family voice at the systems level, coordinating youth and family engagement activities, and supporting project implementation for CONNECT, SBDI, and other mental health initiatives.

### **Required Education and Skills**

- Bachelor's degree in psychology, social work, public health, child development, or a closely related field.
- Experience as a parent/caregiver/family member of a child with mental, emotional or behavioral health challenges and/or evidence of skills providing advocacy or support for authentic family-driven and/or youth guided consumer voice within child-serving systems.
- Experience with project coordination and program implementation.
- Experience providing consultation and training.
- Excellent interpersonal, communication, organizational, and time management skills.
- Knowledge and expertise in behavioral health systems of care values and principles.
- Understanding of health equity and racial justice principles and/or demonstrated experience with National Standards for Culturally and Linguistically Appropriate Services (CLAS)

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

- Supporting development of a family-driven and youth-guided Network of Care as a trainer of established curricula (e.g., CONNECTing Youth, Network of Care Agents of Transformation, Persuasive Storytelling, CLAS Family Engagement TA, and SBDI trainings).
- Recruiting, training, and supporting families to participate in project-related activities.
- Convening/participating on project-related statewide advisory/leadership teams and supporting activities related to implementation of the statewide children's behavioral health plan.
- Model skills and provide technical assistance on appropriate use of strengths-based, family-centered language and engagement of youth and families in planning and decision-making.
- Coordinating project activities related to youth and family engagement to ensure that deliverables and contract requirements are met on time and within budget.
- Scheduling, convening, and facilitating virtual and/or in-person team meetings and subcommittees at the school/local, district/regional, and state level to advance deliverables (may include regular in-state travel and opportunities for occasional out-of-state travel).
- Effectively facilitating communication between and collaborating with youth and family consumers and advocates, school personnel, community-based providers, state agency partners, evaluation team, care management entity, and other subcontractors and partners to support integration of youth/family voice.
- Developing materials to support implementation (e.g. training materials, briefs, reports).



- Maintaining data and records necessary to complete required grantee reports and to support program evaluation/quality improvement activities.
- Communicating updates and findings, in written and verbal formats, to internal/external stakeholders, including local, regional, and statewide meetings.
- Assisting with maintenance/development of project websites and communications.
- Contributing to issue briefs, policy briefs, IMPACT reports, CHDI reports, or data requests when asked by a supervisor or a senior manager; and
- Completing other tasks as assigned by a supervisor or senior manager.

### **Compensation**

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

### **About the Child Health and Development Institute of Connecticut (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 policy 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 mental 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**

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). The position is available, will remain open until filled, and is contingent upon available 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 company does not sponsor applicants for work visas.**