



## **Senior Project Coordinator/Project Coordinator Full Time with Benefits**

### **Summary**

The Child Health and Development Institute (CHDI) is seeking a **Senior Project Coordinator or Project Coordinator** to work on projects related to evidence-based practice dissemination and quality improvement initiatives in children's behavioral health programs. CHDI works to improve the quality of behavioral health for Connecticut children and families. CHDI is the Coordinating Center for multiple state- and federally funded implementation, training, and quality improvement initiatives in Connecticut, including Trauma Focused Cognitive Behavioral Therapy (TF-CBT), Modular Approach to Therapy for Children with Anxiety, Depression, Trauma, or Conduct Problems (MATCH-ADTC), Cognitive Behavioral Intervention for Trauma in Schools (CBITS), Bounce Back (BB), Attachment, Regulation, and Competency (ARC), and Child Parent Psychotherapy (CPP). Responsibilities may include working closely with community-based providers, schools, and other initiative partners and subcontractors, supervising project coordinator(s), developing training plans and materials, coordinating training and quality assurance activities, supporting data collection/reporting, ensuring communication between project staff, trainers, and staff receiving training/technical assistance, and providing technical assistance and support as needed. Candidates will be considered for either Project Coordinator or Senior Project Coordinator based on their experience and fit with project needs.

### **Required Education and Skills**

- Master's Degree in in psychology, public health, social work, child development, education, biostatistics, child development, or a closely related field;
- Candidates with training and experience providing behavioral health treatments to children are preferred;
- Must be extremely organized, efficient, and a strong team player;
- Excellent interpersonal, communication, writing, and time management skills;
- Experience with trauma-informed care, knowledge of the children's behavioral health, education, and/or child welfare systems in Connecticut;
- Experience with interpreting and utilizing data for quality improvement activities;
- Experience with project coordination, program implementation, training, contracts management, supervision, and/or project management; and
- Skills and experience that are preferred, but not required, include: experience providing evidence-based treatment models (e.g., TF-CBT, MATCH-ADTC, CBITS, BB); grant writing; scholarly publication and research reports; experience cleaning, managing, and reporting on data sets using SPSS, Excel, and with Google Docs; online survey tools (e.g., Alchemer).

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

- Coordinating project activities and training, and overseeing subcontracts to ensure that all project deliverables and contract requirements are met on time and within budget;
- Effectively collaborating with staff from state agencies and/or community-based behavioral health providers to offer training and consultation through in-person or virtual site visits, and telephone calls to support implementation;
- Working with support staff to coordinate trainings and meetings to support implementation activities, including identifying locations, preparing materials, registration, managing CEUs, providing support at trainings and securing refreshments (with support staff assistance);
- Supervision of project staff (Senior Project Coordinator);



- Developing materials to support implementation (e.g., training materials, briefs, reports);
- Working closely with other CHDI staff (Directors, Senior Associates, Project Coordinators, Data Analysts) to develop data collection, analysis, and reporting approaches, including producing high-quality data reports, and continuously improve implementation processes;
- Maintaining data and records necessary to complete required grantee reports;
- Communicating findings, in written and verbal formats, to internal/external stakeholders, including project reports, CHDI publications, and/or peer-reviewed publications;
- Assisting with maintenance/development of websites, communications, and data systems;
- Assisting with grant/contract applications to seek external funding for sustainability; and
- Assisting with other aspects of the initiative and CHDI's work, including administrative and operational support as needed.

### **Compensation**

Compensation will be based on experience and will range from \$60,000-\$73,000 annually (Full Time Equivalent) depending on experience, qualifications, and position (Project Coordinator or Senior Project Coordinator). A generous benefit package is provided.

### **Organization**

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**

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.

### **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.

CHDI employees are required to be vaccinated for Covid-19, subject to the grant of a request for reasonable accommodation. Consistent with State law, CHDI provides reasonable accommodations, absent undue hardship, to qualified individuals with disabilities/medical conditions and based upon a sincerely held religious belief, observance or practice that conflicts with getting vaccinated.

Unvaccinated employees with an approved reasonable accommodation must submit adequate proof of a negative test for SARS-CoV-2 on a weekly basis.