

## **Project Coordinator**

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

#### **Summary**

The Child Health and Development Institute (CHDI) is seeking a **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 health, behavioral health, and early childhood services for Connecticut children. 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), Attachment, Regulation, and Competency (ARC), and Child Parent Psychotherapy (CPP). The Project Coordinator will be responsible for coordinating training and quality assurance activities for multiple projects. Responsibilities will include working closely with community-based providers and other initiative partners and subcontractors, 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 to provide technical assistance and support as needed.

#### **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 with trauma-informed care, early childhood, 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, Excel, and with Google Docs and online survey tools (e.g., Survey Gizmo) is preferred but not required;

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

- Coordinating project activities and training, including working closely with other CHDI staff, state 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, briefs, reports)
- Organizing, prioritizing, and completing deliverables and tasks to meet project and contract requirements
- Working closely with Data Analyst(s) to develop data collection, analysis, and reporting approaches, including producing high-quality data reports

- Assisting with maintenance/development of web sites and data systems with Data Analyst(s).
- Working 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
- Ensuring deliverables are completed on time and within budget, including support with project budgets, reports, and subcontractors
- Working closely with other CHDI staff to continuously improve implementation processes
- Coordinating training activities, including identifying locations, preparing materials, registration, managing CEUs, providing support at trainings and securing refreshments (with support staff assistance)
- Assisting 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 - \$61,000 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 and 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.**

**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.**