

Senior Project Coordinator Full Time with Benefits

Summary

The Child Health and Development Institute (CHDI) is seeking a **Senior Project Coordinator** to work on projects related to systems of care implementation and sustainability in community-based children's behavioral health. CHDI works to improve the quality of health, behavioral health, and early childhood services for Connecticut children and serves as the statewide Coordinating Center for the CONNECTing Children and Families to Care Initiative (CONNECT). 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. As the Coordinating Center, CHDI provides: a) fiscal, administrative and logistical support, b) content expertise in systems of care development, implementation, and behavioral health systems integration, and c) leadership and governance support. The Senior Project Coordinator will be responsible for directing these activities for the CONNECT grant as the Project Director, working closely with state agency leaders, reporting to federal funders, collaborating with other initiative partners and subcontractors, coordinating training/technical support activities, and managing all deliverables and budgets.

Required Education and Skills

- Master's degree in psychology, social work, public health, child development, or a closely related field;
- Experience with project coordination and program implementation;
- Experience providing consultation or training;
- Experience with program management;
- Excellent interpersonal, communication, organizational, and time management skills;
- Understanding of behavioral health systems of care values and principles;
- Skills and experience that are preferred, but not required, include: grant writing; scholarly publication and research reports; evaluation/quality improvement methods; commitment to health equity/demonstrated experience with CLAS Standards; understanding of CT's children's behavioral health, health, education, and/or juvenile justice systems.

Responsibilities will likely include:

- Coordinating project activities and overseeing subcontracts to ensure that all project deliverables and contract requirements are met on time and within budget;
- Effectively collaborating with youth and family consumers and advocates, school- and community-based providers, state agency staff, evaluation team, care management entity, and other subcontractors and partners to support systems of care implementation;
- Scheduling, convening, and facilitating internal/external team meetings and subcommittees at the local, regional, and state level to monitor progress toward deliverables (includes regular in-state travel and may include opportunities for occasional out-of-state travel);
- Convening/participating on project-related statewide advisory/leadership teams and providing support to activities related to implementation of the statewide children's behavioral health plan;
- Developing materials to support implementation (e.g. training materials, briefs, reports);

- Maintaining data and records necessary to complete required grantee reports;
- Communicating findings, in written and verbal formats, to internal/external stakeholders, including co-authored CHDI and/or peer-reviewed publications;
- Assisting with maintenance/development of websites and communications;
- 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

Full-time equivalent salary range is \$65,000-\$70,000 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. The position is available, will remain open until filled, and is contingent upon available funding.

The Child Health and Development Institute of Connecticut, Inc. (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.