

## **Project Coordinator**

### **32-40 hours per week with benefits**

#### **Summary**

The Project Coordinator will assist with one or more initiatives focused on improving systems, services, and outcomes for children in Connecticut with a particular emphasis on implementing school-based mental health initiatives. The Child Health and Development Institute (CHDI) is the Coordinating Center for the implementation of a school-based initiative for school personnel to reduce rates of in-school arrest and improve access to behavioral health services among youth. This initiative spans the behavioral health, child welfare, law enforcement, education, and juvenile justice systems. The primary responsibilities of the Project Coordinator will be to coordinate training and professional development activities; to ensure communication between project staff, trainers, school personnel, and state agency partners; and to provide technical assistance and support as needed around school-based mental health and school discipline.

#### **Requirements**

Candidates should possess at least a Master's Degree in school psychology, school social work, human services, public health, child development, or a closely related field. Candidates with a Bachelor's Degree and equivalent experience may also be considered. The selected candidate will be extremely organized, detail-oriented, and self-directed, with the ability to multi-task and work effectively in a team setting. Excellent interpersonal and communication skills are required and must be comfortable collaborating with a range of professionals (e.g. behavioral health, child welfare, juvenile justice, law enforcement, schools). Knowledge of state agency partnerships and systems-level practice and policy change in children's mental health, juvenile justice, and education in Connecticut is helpful. Experience with program implementation, project coordination, program development, and training initiatives in children's services is desired. Experience with EMPS Crisis Intervention Services, Care Coordination, and/or school-based mental health programs is strongly preferred. Candidates must be comfortable using Microsoft Office, and ideally will also possess relevant experience and skills with data, online database systems, online survey tools (e.g. Survey Gizmo, Survey Monkey), and/or SPSS.

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

- Coordinating project activities and training, including working closely with CHDI staff and training consultants, and a diverse range of external partners to ensure that all project deliverables are met on time
- Coordinating trainings/events, including identifying trainers and locations, securing refreshments, preparing materials, and providing support at all functions
- Collaborating with school personnel from a school mental health and restorative practices perspective to provide consultation around school disciplinary policies and practices
- Developing and enhancing strategies and curricula in line with current and emerging best practices in the field

- Assisting in program evaluation and quality improvement activities by supporting data collection, entry, and reporting to various audiences
- Promoting project by developing and distributing reports, flyers, informational brochures, and maintaining website and other resource materials
- Travel to participating schools and community-based locations to complete project deliverables
- Assisting with other aspects of the initiative, including administrative and operational support as needed

### **Compensation**

Compensation will be based on experience, and will range from \$50,000 - \$54,000 annually (Full Time equivalent). 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.

### **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 responsibilities above**, to Lori Schon at [schon@uchc.edu](mailto:schon@uchc.edu). Position is available beginning January 1, 2015, 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.**