

## **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)**

The Child Health and Development Institute (CHDI) is an independent, non-profit organization located in Farmington, CT. CHDI is dedicated to improving the behavioral health and well-being of children in Connecticut and beyond by providing policymakers, providers, educators, and partners with a bridge to better and more equitable systems, practices, and policies. Our work includes quality improvement, data analysis and research, evaluation, consultation, training, and technical assistance.

CHDI's core values of anti-racism, respect, accountability, collaboration, and equitable action have been intentionally and collaboratively designed to reflect the culture we strive to embody and the ways that we approach our work. We aspire to uphold these values in order to transform our organization as well as the systems, practices, and policies that promote the health and well-being of children.

### **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 or resume. 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.