

Project Coordinator/Senior Project Coordinator

Workforce Development

Summary

The Child Health and Development Institute (CHDI) is seeking a Senior Project Coordinator or Project Coordinator to work on projects related to strengthening Connecticut's children's behavioral health system, and improving the supply, recruitment, retention, competencies and diversity of its workforce. 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 and supports implementation of the state's comprehensive Children's Behavioral Health Plan. Responsibilities may include working closely with higher education institutions, state agencies, community-based providers, and other initiative partners and subcontractors to identify and implement strategies to strengthen the behavioral health workforce pipeline and to develop and coordinate behavioral health-related online trainings. Other responsibilities may include staff supervision, developing partnerships among higher education and employment stakeholders, organizing and facilitating workgroups, crafting policy recommendations, writing reports, and supporting data collection/reporting. 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 social work is preferred; degrees in psychology, public health, child development, education, child development, or a closely related field will also be considered;
- Experience in one or more of the following: working in or closely with higher education institutions, supporting workforce development programs, and/or developing behavioral health trainings;
- Knowledge of behavioral health policy making in workforce or related areas
- Knowledge of and/or lived experience with the children's behavioral health system;
- Experience with interpreting and utilizing data for quality improvement activities;
- Experience conducting reviews of research and best practices, and synthesizing and simplifying findings into actionable recommendations;
- Experience with partnership development, project coordination, program implementation, training, contracts management, supervision, and/or project management;
- Must be extremely organized, efficient, and a strong team player;
- Excellent interpersonal, communication, writing, and time management skills; and
- Skills and experience that are preferred, but not required, include: experience developing or providing online trainings/working with a learning management system; experience with intermediate levels of behavioral health care; 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;
- Developing, supporting, and maintaining partnerships between social work programs (BSW and MSW) and potential employers;
- Collaboratively developing and/or implementing strategies for strengthening and diversifying the behavioral health workforce pipeline;
- Leading and participating in related committees, workgroups, and internal/external meetings with partners;
- Developing and/or supervising development of trainings for the children's behavioral health workforce;
- Utilizing learning management system technology to create engaging online training content that will increase the knowledge and skills of the behavioral health workforce;
- Working with support staff to coordinate trainings, including registration, managing CEUs, providing support for users, and administering surveys and assessments;
- 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 improving 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.

Candidates who do not meet every requirement listed but have additional relevant education or experience to the position are encouraged to apply and explain in their cover letter

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 state and national 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, federal agencies, and others. CHDI does not provide direct clinical services.

Applications

To apply, please email to **Lori Schon (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 preemployment 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.

This is a hybrid position working in our Farmington, CT office for at least one day per week.