



## **Project Coordinator Full Time with Benefits**

### **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 child and youth behavioral health, including substance use and co-occurring disorder programs. CHDI works to improve the quality of behavioral health for Connecticut children, youth and families. CHDI coordinates multiple state- and federally funded implementation, training, and quality improvement initiatives in Connecticut, including Screening, Brief Intervention, and Referral to Treatment (SBIRT), Motivational Enhancement Treatment/Cognitive Behavioral Therapy (MET-CBT), Multi-Dimensional Family Therapy (MDFT), Wraparound Care Coordination, and is the statewide Coordinating Center for Trauma Focused Cognitive Behavioral Therapy (TF-CBT), Modular Approach to Therapy for Children with Anxiety, Depression, Trauma, or Conduct Problems (MATCH-ADTC).

Responsibilities may include working closely with community-based providers, schools, 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 providing technical assistance and support as needed.

### **Required Education and Skills**

- Master's Degree preferred in psychology, public health, social work, child development, education, biostatistics, child/youth development, or a closely related field.
- Must be extremely organized, efficient, and a strong team player;
- Excellent interpersonal, communication, writing, and time management skills;
- Understanding of trauma-informed care and child/youth behavioral health, including substance and co-occurring disorders, education, and/or child welfare systems in Connecticut;
- Experience with project coordination, program implementation, training, consultation, and/or interpreting and utilizing data for quality improvement activities to make improvements in services; and
- Skills and experience that are preferred, but not required, include: experience in evidence-based treatment models for children/youth with substance use and/or co-occurring disorders (e.g., SBIRT, MET-CBT, MDFT, Wraparound Care Coordination); grant writing; scholarly publication and research reports; evaluation and quality improvement methods, 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 managing subcontracts to ensure that all project deliverables and contract requirements are met on time and within budget;
- Effectively collaborating with staff from state agencies and/or community-based behavioral health providers to offer training and consultation through in-person or virtual site visits, and telephone calls to support implementation;
- Working with support staff to coordinate trainings and meetings to support implementation activities, including identifying locations, preparing materials, registration, managing CEUs, providing support at trainings and securing refreshments (with support staff assistance);
- 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 improve 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.

### **Compensation**

Compensation will be based on experience and will range from \$62,000-\$67,000 annually (Full Time Equivalent) depending on experience, qualifications, and position. 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 organizations, we strive to advance equitable and sustainable improvements in behavioral health systems, practices, and policy for all the state's children and youth. 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 child/youth behavioral 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 Department of Mental Health and Addiction Services, the University of Connecticut Department of Psychiatry and School of Social Work, Yale University School of Medicine, family advocacy organizations, community-based providers, and others. CHDI does not provide direct clinical services.

### **Applications**

To apply, please click the following link:

<https://childhealthanddevelopmentinstituteofconnecticut.applytojob.com/apply/hdGOBX4gsH/Project-Coordinator>

Please upload the required materials (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 pre-employment criminal background check.