

JOB TITLE: Coordinator, PACT 4 Families “Mental Health Birth to Five” Project

TITLE OF IMMEDIATE SUPERVISOR: PACT 4 Families Supervisor

JOB SUMMARY:

Oversee the coordination and development of the DHS funded Mental Health Birth to Five Project

SPECIFIC RESPONSIBILITIES:

1. Oversee the coordination and development of the Mental Health Birth to Five Project.
2. Provides leadership to collaborative partners with the oversight of the grant goals, objectives and major activities.
3. Facilitate completion of data collection, surveys to be used and coordinates collection of data.
4. Primary contact to the Minnesota Department of Human Services for the Project.
5. Responsible to coordinate any related consultant visits, activities and meeting agendas.
6. Works in cooperation with other collaborative programming, including SHARE Project Coordinator, Twenty First Century Learning, Wraparound and other programming.
7. Attends, organizes and/or facilitates community meetings related to the Project
8. Responsible for the preparation of required narrative reports and other reporting requirements.
9. Works with the Early Childhood Committee and any related steering committee directly developed for the project. Utilizes the expertise of committee members to implement project goals and activities.
10. Assists with grant development and re-application for funding for the Project.
11. Helps coordinate local training and presentations as outlined in the goals for the project.
12. Serves on local committees as delegated.
13. Other duties as assigned or delegated by the director.

QUALIFICATIONS AND PRIOR EXPERIENCE REQUIRED:

- Minimum of 5 years experience in the field of education, social services, public health or early childhood.
- Significant experience working in partnership with other agencies.
- Experience in working with diverse populations
- Strong communication, organizational and leadership skills.
- Experience providing service coordination and development of projects.
- Bachelors’ degree in education, social work or related field or equivalent experience.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Demonstrated knowledge of the human services delivery system, educational systems, mental health services and collaborative service delivery.
- Extensive knowledge of children’s mental health issues, early childhood and the education system.
- Excellent oral and written communications skills.
- Demonstrated ability to work as an effective team member and team leader.
- Organizational skills and leadership ability.
- Ability to research, prepare and present complex reports.
- Ability to facilitate diverse groups and build consensus in collaborative settings.
- Demonstrated ability to work as an effective member and/or team leader.

PERSONAL QUALITIES:

- Ability to motivate and energize others.
- Sensitivity and interest in working with diverse populations.
- Energy, assertiveness, initiative, creativity and willingness to try new approaches and techniques.

TRAVEL:

There is travel within the 4-county area, within the State, and occasional travel nationwide. Valid driver's license, car insurance and vehicle required. Work hours may require late afternoon and evening meeting times and appointment.