JOB TITLE: Program Director PROGRAM: Early Childhood Mental Health LOCATION: Boston, Public Health Commission, 1010 Mass Avenue, Boston MA, 02118

SUPERVISOR: Director, Bureau of Child, Adolescent and Family Health

SALARY: Up to \$75,000 HOURS: 40 hours/week

Provide leadership and management to new and innovative public health unit addressing early childhood mental health needs in Boston.

The Boston Public Health Commission, working in collaboration with the Massachusetts Executive Office of Health and Human Services and the Massachusetts Department of Public Health, has just been awarded two federal grants to address mental health needs of young children and their families. These two grants, one for five years and the other for six, make more than a million dollars a year available to improve child mental health care in the city.

The Director of Early Childhood Mental Health will provide leadership to a team overseeing implementation of both grants. S/he will serve more generally as the Commission's point person on early childhood mental health, building on these two grants to establish long term capacity within the Public Health Commission and across child-serving agencies in the city for prevention and for screening, diagnosis, and treatment of young children's mental health needs.

Specific duties

- Oversee implementation of two innovative early childhood mental health grants, through planning, development, implementation, and evaluation phases
- Oversee development and management of subcontracts with community health center, hospital, evaluation, media and parent and youth organization partners
- Develop an effective staff team; provide leadership and supervision to two program coordinators, a data manager, two family coordinators, a youth consultant
- Track overall program performance in relationship to work plan benchmarks and short and intermediate term outcomes
- Track performance of contractors in relationship to contract benchmarks and performance measures
- Develop corrective plans as needed to address barriers to effective program implementation
- Oversee staffing for and participate in meetings of project evaluation teams
- Serve as public voice for Boston Public Health Commission and its programs in relation to:
 - o screening and identification of young children for mental health needs in community-based settings that serve young children and families.
 - o diagnosis and treatment of children with specific mental health conditions,
 - o development of systems and services to support children and families living with childhood mental health conditions,
 - o promotion of high quality childhood mental health services in Boston, and
 - o overcoming stigma around mental health and related condition in children.
- Seek technical assistance from local and state teams, SAMHSA and other federal agencies, other grantees or other sources as needed to enhance program activities
- Take prompt corrective action, including midcourse correction of program plans, as needed, to ensure successful achievement of benchmarks, outcomes and contractor performance measures
- Ensure that community objectives, activities, and interventions are consistent with and supportive of state plans and activities

- Oversee completion of annual program and fiscal reports as required by SAMHSA; develop and submit annual renewal applications in consultation with Co-PIs and leadership teams at state and local levels
- Identify unmet service needs and initiate new program development to further enhance childhood mental health services in Boston.

MINIMUM QUALIFICATIONS:

- Master's degree in relevant field w/ 5 years' or doctoral degree w/ 3 years' of program management experience in child health, child mental health, child and family services, or early childhood education.
- Strong familiarity with child and family service systems.
- Demonstrated skills in coalition-building, project management, grants management and program evaluation.
- Demonstrated commitment to family-centered care and to elimination of health disparities.
- Excellent organizational, writing, telephone, and communication skills.
- Familiarity with basic data systems and program data reporting.
- Basic knowledge of program budgeting.
- Ability to use MS Word and various computerized databases.

BACKGROUND PREFERRED:

 Licensed clinician with community-based experience in mental health assessment and treatment

This position may involve direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties. A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

Boston Residency required or willingness to relocate.

The Boston Public Health Commission is an Equal Opportunity Employer