

JOB TITLE:	Program Manager	PROGRAM:	Boston LAUNCH
LOCATION:	Boston, Public Health Commission, 1010 Mass Avenue, Boston MA, 02118		
SUPERVISOR:	Director of Early Childhood Mental Health		
SALARY:	\$50,000- \$55,000	HOURS:	35 hours/week

As part of a newly formed Early Childhood Mental Health Program, coordinate new and innovative public health effort to assure services for young children ages birth through five with or at high risk of serious emotional disturbance (SED) and their families.

MYCHILD funding was awarded to the Massachusetts Executive Office of Health and Human Services (EOHHS) with the Boston Public Health Commission (BPHC) as its local partner. These partners, along with other collaborating organizations, have designed MYCHILD with the aim of improving capacity of community health centers, childcare centers and other child-serving agencies to identify, refer and treat young children with mental health care needs in four Boston communities.

The MYCHILD Program Coordinator, will be part of a BPHC Early Childhood Mental Health Team formed to assure that Boston families have access to a full continuum of children’s mental health services. The coordinator will have specific responsibility for MYCHILD implementation, working with community sites to assure compliance with grant timelines for planning, implementation and evaluation of the project. The coordinator will carry out ongoing site monitoring, providing or coordinating technical assistance and training as needed to assure delivery of high quality, family-centered, culturally competent care to children and families served. The MYCHILD Program Coordinator will report to the Director of the Early Childhood Mental Health Program.

SPECIFIC RESPONSIBILITIES OF THE COORDINATOR INCLUDE:

- Develop and manage subcontracts with 3 community health centers and Boston Healthcare for the Homeless
- Assure timely implementation of contracted mental health program offering screening, diagnosis, treatment at four community sites
- Assure implementation of outreach by contracted sites to near-by child-serving agencies
- Work with community sites to assure culturally competent services and production of culturally appropriate materials for consumers and providers
- Identify and respond to site technical assistance and training needs and assure site participation in all required training activities
- Assure that all technical assistance and training activities promote a family-centered, culturally competent approach to care
- Coordinate participation of sites in project-wide advisory and planning meetings
- Coordinate participation of sites and MYCHILD partners in national activities including conference calls and annual meetings
- Assure timely submission of programmatic and fiscal documentation by sites
- Collaborate closely with outside evaluator and BPHC data manager to assure timely and complete case reporting by sites
- Coordinate submission of required materials for annual reports and reapplications
- Participate in BPHC Early Childhood Mental Health Team to assure integrated continuum of early childhood mental health care
- Work with project team to assure that project activities reflect the needs and perspectives of families from all Boston cultures

- Identify site-level and cross-site barriers to effective program implementation
- Work with team to design and implement corrective action in response to site-level or cross-site barriers to implementation.

SKILL/EXPERIENCE REQUIREMENTS:

- Master's degree in relevant field.
- 2 years full-time experience or equivalent part-time experience of program implementation or coordination in child health, child mental health, child and family services, or early childhood education.
- Basic familiarity with child and family service systems.
- Demonstrated commitment to family-centered care and to elimination of health disparities.
- Special training, skill and background in cultural competence
- Strong interpersonal skills, including ability to work well with professionals, paraprofessional and consumers, individually and in groups.
- Strong ability to connect and partner with culturally diverse children and families
- Solid organizational, writing, telephone, and communication skills.
- Ability to comprehend and manage basic program budgets.
- Ability to use MS Word and various computerized databases.

BACKGROUND PREFERRED:

- Cultural and linguistic diversity highly preferred

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