



Job Title	School Programs Coordinator
Department/Program	Behavioral Health
Location	Derby
Supervisor	Director of Mental Health Clinics
Classification/FLSA Status	Non-Exempt – Fulltime (35 hours) Grade: 4

Integrity • Collaboration • Quality • Compassion • Dedication

Job summary

Coordinate expansion of mental health services into rural and Native communities via school districts through research, developing relationships, exploring opportunities, and assisting with management of related grant-funding. Responsible for the development, implementation, and evaluation of the mental health satellite clinics located within the schools.

Responsibilities

- Manage School Programs’ business plan and forecast
- Actively participate in grant related business planning
- Develop collaborative relationships with school districts
- On a regular basis, interpret the clinics’ goals, programs, and functions to the larger community
- Determine the school programs’ personnel needs and recommend personnel practices and policies
- Engage in collaboration with other area services/agencies and assist in concert with the Director and CEO to develop appropriate partnerships
- Additional duties as assigned by supervisor

Compliance and Values

- All employees are expected to obey all laws and regulations governing our Agency and to be always accountable for compliance.
- All employees are expected to provide the very highest level of service when working with Agency clients and their work ethic should reflect Harmonia’s core values.

Skills and Abilities

- Experience with grant funding application and management
- Knowledge of the principles, procedures, and techniques of community organization and planning services for the behavioral health community
- Knowledge of human services and activities
- Ability to develop and maintain good public relations with the community
- Ability to work in conjunction with Leadership
- Expertise in administrative procedures and practices
- Experience with electronic medical record systems
- Ability to express ideas clearly both verbally and in writing

- Demonstrated sense of professional responsibilities and ethics

Work Experience and Education

- Work Experience: A minimum of 3+ years' experience with program management and evaluation. Knowledge and understanding of grant funding preferred.
- Education: Master's degree in social work or other relevant human service profession.
- Licenses/Certifications: Maintain credentials and licensure with all major insurance companies and licensing boards with the assistance of Harmonia credentialing staff.

Working Conditions/Environment

- This position is primarily office-based in a behavioral health clinic with opportunity to work from home. Travel in the community for meetings and collaboration is required. Office environments are expected to be clean, organized, and professional.

GENERAL SIGN OFF: The employee is expected to adhere to all agency policies. This job description is not designed or cover or contain a comprehensive listing of activities, duties, and responsibilities that are required of the employee.