

- 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