

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 primary and preventive mental health services for young children ages birth through eight and their families.

Project LAUNCH is a federally funded, five year program to promote the healthy development of young children through activities that advance social, emotional, and behavioral health of young children within targeted communities. LAUNCH funding was awarded to the Massachusetts Department of Public Health with the Boston Public Health Commission (BPHC) as its local partner. These partners, along with other collaborating organizations, have designed LAUNCH with the aim of improving capacity of community health centers, childcare centers and other child-serving agencies to screen all young children for mental health issues, identify those with conditions or at risk, and serve as the medical home for children in need of referral or treatment for mental health needs. Project LAUNCH will provide primary and preventive mental health services for young children; a companion project, MYCHILD, will focus on services for children with diagnosed mental health needs.

The Boston LAUNCH Manager 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 Manager will have specific responsibility for LAUNCH implementation, working with community sites to assure compliance with grant timelines for planning, implementation and evaluation of the project. During its first two years of implementation, the Manager will bring sites together in a formal learning collaborative, aimed at identifying strategies to improve the quality of primary pediatric care in relation to children’s mental health. In the final three years of the grant, the Manager will focus on replication of best practices at additional medical home sites. Additional LAUNCH activities will include training of clinicians on use of standardized screening instruments and enrollment of parents in a parenting education program. Boston LAUNCH will focus on family-centered care and care that is culturally competent as important attributes of a high quality child mental health system. The Launch Program Manager will report to the Director of the Early Childhood Mental Health Program.

SPECIFIC RESPONSIBILITIES OF THE MANAGER INCLUDE:

- Develop and manage subcontracts with 2 community health centers and Boston Medical Center Department of Pediatrics
- Assure implementation of required environmental scan within first six months of project.
- Work with Early Childhood Mental Health Team, state and other partners and community sites to implement learning collaborative to promote medical home approach to children’s mental health care
- Collaborate with partners to assure ongoing activities of required Local Child Wellness Council
- Identify and respond to site technical assistance and training needs and assure site participation in all required training activities
- Assure that 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 partners as appropriate in national conference calls and 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 partners 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, early childhood education or related field.
- Basic familiarity with child and family service systems.
- Demonstrated commitment to family-centered care and to elimination of health disparities.
- Strong interpersonal skills, including ability to work well with professionals, paraprofessional and consumers
- Experience planning and coordinating large meetings
- 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
- Knowledge of quality improvement methods preferred
- Experience as participant in or coordinator of learning collaborative 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