



## **JOB DESCRIPTION**

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<b>POSITION TITLE:</b>	Children Mental Health Project Manager
<b>LOCATION:</b>	HOPE Clinic
<b>REPORTS TO:</b>	Chief Operating Officer
<b>EDUCATION:</b>	Bachelor degree in Behavioral, Social Work, Public Health or Social Science. Master's preferred
<b>WORK EXPERIENCE:</b>	2 – 5 years of experience working in a community setting, with 1 to 2 years in behavioral health setting. Project Management Experience
<b>SALARY RANGE:</b>	\$48,000 to \$55,000, Depends On Experience
<b>FLSA STATUS:</b>	Non-exempt
<b>POSITION TYPE:</b>	Full-Time
<b>LANGUAGE:</b>	Fluency in any language from the Asia continent with strong spoken/written English skills required

*HOPE Clinic is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion or national origin.*

### **JOB SUMMARY:**

The Children's Mental Health Project Manager is responsible ensuring successful operations of the Hogg Communities of Care project which will analyze identify and report on Asian/Asian-American children and their communities' mental/behavioral health needs. Working with the AAHC steering committee on behavioral health, the project manager serves as the administrator in support of the project's assessment and initiatives and will ensure that deliverables are met and money is used appropriately.

### **MAJOR DUTIES & RESPONSIBILITIES:**

- Coordinate the design, development, and implementation of needs assessments (surveys and focus groups) to identify perceptions of barriers/mis-understandings, stigmas, treatment and treatment options and develop strategies related to Asian/Asian-American children's mental/behavioral health issues utilizing Community Participatory Research precepts;
- Provide direct support to volunteers, community partners, and other staff. Receive directions from AAHC Children's Behavioral Health Steering Committee and AAHC leadership;
- Develop partnerships and collaborations to plan and execute interventions to promote better children's mental/behavioral health with community partners;
- Coordinate town halls to report to the Asian/Asian-American communities about the state of children's mental/ behavioral health needs. Produce and disseminate documents relevant to the work to clinical staff, organizational partners and the public;
- Coordinate provider education on Asian/Asian-American children's mental/ behavioral health needs and cultural sensitivity;

- Coordinate project evaluation and reporting efforts;
- Perform other duties as assigned/needed to ensure the success of the project;
- Perform other duties as assigned to support HOPE Clinic's Mission, Vision and Values.

**QUALIFICATION REQUIREMENTS:**

- 2 – 5 years of experience working in a community setting, with 1 to 2 years in behavioral health setting;
- Knowledge of Asian/Asian-American cultures, children development and community based participatory research methodology;
- Experience with developing and implementing surveys and needs assessments in collaboration with teams and partners;
- Understand local culture, context, and politics;
- Knowledge of and experience in developing professional development offerings;
- Ability to foster and effectively partner in collaborative community efforts;
- Ability to effectively communicate with children and parents, including translating complex topics into understandable messaging;
- Assist with budget monitoring and financial reporting;
- Ability to facilitate groups while working independently;
- Working knowledge of MS Office Suite;
- Excellent communication (oral and written) and presentation skills;
- Outstanding organizational and planning abilities;
- Proficient command of English.

**EDUCATION and/or EXPERIENCE:**

- Bachelor degree in Behavioral, Public Health or Social Science, Master's preferred.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general health and social services guidelines, technical procedures or governmental regulations. Ability to write reports, health correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups or patients, center staff, and the general public. Fluency in any language from the Asia continent with strong spoken/written English skills.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instruction furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

- Community organizing experience;
- Bicultural skills;
- Organization skills;

- Ability to interpret and disseminate data and research;
- Must have good transportation and a valid Texas Driver's license.

**LEADERSHIP RESPONSIBILITIES:**

No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice, and training staff.

**WORK COMPLEXITY/INDEPENDENT JUDGEMENT:**

Work tasks will require independent judgment is required, outside of making basic choices in the selection and application of established methods. The job receives frequent, ongoing supervision.

**PROBLEM SOLVING:**

Decisions are made on complex matters affecting individuals throughout the community.

**COMMUNICATION/INTERACTIONS:**

Information sharing - gives and receives information such as options, technical direction, instructions and reporting results.

**IMPACT OF DECISIONS:**

Follow rules and procedures. Decisions can have minimal or no impact to HOPE Clinic. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction.

**PATIENT RELATIONSHIPS:**

Follow through with patient inquiries, requests and complaints. Forward difficult and non-routine inquiries or requests to appropriate level for resolution.

**AMERICANS WITH DISABILITIES SPECIFICATION:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, stoop, kneel, and use hands and fingers to operate a computer and telephone keyboard reach.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Light to moderate lifting (up to twenty pounds) is required.
- Ability to uphold the stress of assisting patients of diverse backgrounds.
- Regular, predictable attendance is required.

**WORKING/ENVIRONMENTAL CONDITIONS:**

Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

*HOPE Clinic is a smoke-free and drug-free workplace in compliance with federal guidelines.*