

Montgomery County Collaboration Council for Children, Youth & Families

Position Description

Project Director

SAMHSA Funded Systems of Care Grant for Transitional Aged Youth

Reports To: Executive Director
Date Prepared: May 15, 2017
Supervisory Responsibilities: Yes
FLSA Status: Exempt

Position Summary:

Project Director has overall responsibility for the implementation and management of “**Bridges to the Future,**” a SAMHSA- funded System of Care Grant to the Montgomery County Department of Behavioral Health and Crisis Services and the Montgomery County Collaboration Council for Children, Youth and Families, Inc. This grant will further develop the system of care to include comprehensive and integrated services for transitional-age youth and young adults ages 16-21 with serious mental health challenges and who are disconnected from school or employment. Through interagency collaboration, **Bridges to the Future** will develop culturally and linguistically appropriate integrated services across agencies including high fidelity wraparound, trauma-focused treatment, and connections to school, employment skills and job training. The target population and their families will be further supported by youth and family partners from the Montgomery County Federation of Families.

Primary Responsibilities:

The Project Director, with the support of the leadership team, will have responsibility for the implementation of **Bridges to the Future**, including the organizational structure, services to be rendered, collections of program and system data, contracts and MOU’s generated, interagency collaboration between the project and public and private agencies, development of policies to ensure the project meets its proposed goals and all budget requirements of the grant.

- Ensure the operationalization of the principles which guide the system of care including cultural and linguistic competence and youth-driven and family-focused practices and services.
- Manage the day-to day activities, including oversight and management of the budget, supervision of lead staff, collaboration across agencies, identifying data to be collected, and submission of required reports to SAMHSA in a timely manner and ensuring that all local, state and federal regulations are followed.
- Create and manage all proposed activities in the grant including creating and coordinating local, state and private sector partnerships, and recommending and creating policies that contribute to the sustainability of changes to the system incurred by the project.
- Develop a Strategic Plan that will ensure the adequacy of all data collection, and the implementation of the plan for sustainability.

- Implement a social media campaign to ensure that messages are tailored to youth, young adults, their families and referral sources are informed through user-friendly methods.

Additional Responsibilities:

- Assists in proposal writing
- Collaborates with the Collaboration Council staff to conduct activities and events for the benefit of the organization as a whole
- Other duties as assigned by the Executive Director

Position Requirements

- Master's degree in human services, social work, psychology, public health or related field with 2 years preferred experience in managing large grant funded projects.
- Demonstration of training in cultural competence and direct experience with populations' representative of the diversity of Montgomery County, Maryland.
- Travel required in the county and occasionally state and national for meetings or conferences.
- Hours may include evening hours periodically to accommodate special activities.

Skills and Abilities

- Understands the role of cultural competence in working with the target population, their families, providers, interagency boards and all aspects of project development
- Excellent communication and interpersonal skills
- Excellent writing, speaking, and leadership skills
- Flexible and able to manage a diverse staff
- Prior experience working with similar project and families with the values, goals and practices of the system of care
- Effective interpersonal problem solving, negotiation and collaboration-building skills
- Understanding of budgeting and cost containment

Salary is commensurate with degree and experience.

Position is Open until Filled. Please direct letter of interest including salary requirements and resume to:

Montgomery County Collaboration Council for Children, Youth & Families, Inc.

ATTN: Human Resources

1801 Research Boulevard, Suite 103

Rockville, MD 20850

Email: info@collaborationcouncil.org. **Please reference Project Director, Systems of Care in the Subject Line**