

# **SAINT LOUIS MHB**

## **POSITION DESCRIPTION**

### **PROJECT DIRECTOR – SYSTEM OF CARE (SOC)**

The Project Director – [System of Care St. Louis Region](#) (Project Director-SOC) is a four-year, grant funded position with primary responsibility for providing direct oversight of the development and implementation of the proposed federal SOC project. The Project Director - SOC is a valuable member of the St. Louis MHB team in that they contribute to our mission to improve the quality of life for city residents by investing and participating in a coordinated system of social, behavioral, and physical health services aligned with community priorities. The position reports to the MHB Director of Strategic Initiatives.

Building on the infrastructure established during the first four-year grant that focused on children/youth with Serious Emotional Disturbance, the new grant will expand the SOC to focus on the needs of juvenile justice involved youth and their families for increased accessibility to services, improved system navigation and services employing a family systems approach. The Project Director, SOC will interpret the written grant proposal into a full implementation plan with timed goals and milestones. The position will provide leadership in all facets of the development of the project including using project data for ongoing assessment and course correction.

The Project Director will have at least 5 years of experience in community organizing, project management, community engagement, and/or advocacy as well as experience leading targeted communications and social marketing projects. Strong verbal and written communication skills as well as knowledge and demonstrable skill in current social media and technology are essential. Skills and experience with strategic planning and collective impact are also highly desirable.

Must be an adaptive leader that understands how to work across sectors. Must be able to build trusting relationships with diverse community members and be a champion for accountability.

### **EXAMPLES OF RESPONSIBILITIES:**

#### **System of Care Federal Grant:**

- Provide oversight and project management of the federal grant
- Support the System of Care Council
- Engage and manage consultants to achieve planned outcomes
- Fulfill federal and internal grant reporting requirements
- Identify training needs for technical assistance for SOC members
- Coordinate outreach and recruitment to expand SOC
- Provide assistance to family-led organizations to build capacity and infrastructure

**MHB Funding Allocation and Oversight:**

- Perform ongoing project performance management including:
  - ensure funds are being used for the purpose stated in the grant award
  - maintain records of correspondence, reports, contracts, and other official communication
- Prepare routine or special reports on status of attainment of programmatic goals/plans

**QUALIFICATIONS:**

**Education:** Master's degree in Public Health, Public Policy, Education, Social Work or an equivalent combination of education and work experience.

**Abilities:**

- Knowledge of human services delivery systems, program evaluation and grant making/contracting process
- Exceptional oral and written communication skills
- Familiarity with basic accounting principles and non-profit budgeting required
- Proficiency in word processing, spreadsheets and accounting software required
- Demonstrated history of working cooperatively and effectively with public officials and agency personnel
- Knowledge of and commitment to results-oriented service delivery
- Commitment to diversity, equity and inclusion
- Objective decision-maker, free from solely personal preference or bias
- Excellent judgment and ability to sensitively handle confidential information

**Other:**

- Valid driver's license
- Regular access to an insured vehicle
- Ability to be autonomously mobile in visiting a variety of community settings

### **ABOUT SAINT LOUIS MHB**

*Established in 1994, Saint Louis MHB is an independent governmental taxing authority charged with collecting and distributing two separate tax funds (Community Mental Health Fund and Community Children's Services Fund) for purposes consistent with Missouri State Statutes and approved by the voters. In addition, MHB secures funding from other sources to supplement the local tax funds so that more services are available to our residents. MHB seeks to improve the quality of life for City residents by providing funding for the provision of quality behavioral health and children's services. MHB does not provide services directly but makes grants and other funding available to area non-profits who provide direct services for City residents.*

**Equal Opportunity Employer:** *MHB maintains a policy of non-discrimination in employment and complies with and supports all federal, state and local laws regarding discrimination in employment. Specifically, MHB does not discriminate in employment opportunities or practices on the basis of race, color, gender, religion, national origin, age, sexual orientation, citizenship status, pregnancy, mental or physical disability, veteran status, genetic information, or any other characteristic to the extent prohibited by Federal, state or local law.*

### **HOW TO APPLY**

Please email the following **no later than October 31, 2019** as **one** attachment:

- Cover letter,
- Resume, and
- Contact information of three professional references

to [STLMHB@STLMHB.COM](mailto:STLMHB@STLMHB.COM)