



## Position Description

Title: Project Manager – Mental Health Awareness Training		
FLSA Class: Exempt	EEO Category: Professional	WC Class: 8861
Job Title #110017	Salary Grade:	Purchase authority:
Date Approved: December 8, 2021		
Revision Date:		
Revision	Licensure: PLPC/LPC or LMSW/LCSW	

### Purpose of Position

The Mental Health Awareness Training (MHAT) Project Manager works with the Trauma Informed Services (TIS) Department and the community to build awareness on mental health, making training and resources more accessible. The Project Manager works collaboratively with City Year Kansas City, mental health providers in the community and the Grant Manager to remain in compliance with grant objectives, reporting and outcomes. Through strong relationships, the Project Manager bridges the process of identifying mental health needs and connecting children and families with services. The MHAT Project Manager reports to the Statewide Director – Trauma Informed Services.

### Major Duties (\*Essential Element)

- Develops and maintains strong partnerships with key stakeholders and community mental health providers
- Organizes training events and networking opportunities for key stakeholders and referral partners
- Facilitates Mental Health First Aid Training
- Maintains grant compliance, including outcomes measurement
- Performs clinical assessments
- Other duties as needed to support deployment of trauma informed care and for the betterment of Great Circle

### Competencies

- Judgment – makes thoughtful decisions in a timely and confident manner

- Execution & Results – adapts to change, effectively copes with the unexpected, systematically problem solves, follows-through and ensures accuracy
- Customer Focus – properly interacts with others, works independently or with a team, ethically minded
- Motivation & Work Ethic – demonstrates personal integrity by operating in an accountable, reliable, and respectful manner
- Trauma Informed – demonstrates commitment to learn and apply trauma-informed principles, as appropriate by role, and to understand impact of stress and trauma to clients, colleagues and self

#### Required Education and Experience

- Master's degree in Social Work or Counseling
- Provisionally Licensed Professional Counselor (PLPC) or Licensed Master Social Worker (LMSW)

#### Preferred Education and Experience

- Licensed Professional Counselor (LPC) or Licensed Clinical Social Worker (LCSW)
- Experience training adult learners
- Experience working with children and families in a trauma informed environment

#### Qualifications

- General knowledge of mental health and substance use issues
- Experience teaching groups of adults and understands best practices in adult learning
- Exceptional oral and written communication, analytical and persuasive skills
- Strong administrative skills
- Self-motivated with the ability to set priorities and manage multiple tasks
- Proficient in various PC based software programs i.e. Excel, Word, Outlook, etc.
- Class E Driver's License

#### Working Conditions

Working in a trauma informed office and or home office environment, some travel required. Adequate lighting and temperature. May be exposed to noise and crisis-related behavior from clients.

#### Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to hear, see, talk, and sit or stand at a personal computer for a reasonable length of time typing and reading. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

No

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_