



Position Title: Behavioral Health Policy Project Coordinator

About Us

Children First, formerly Public Citizens for Children and Youth (PCCY), is a dynamic child advocacy organization focused on improving the lives of children by building support and momentum to improve local, state and/or federal policies that can promote racial and economic equity for children as they grow up in southeastern Pennsylvania. Our small staff is a group of highly motivated individuals who are passionate about improving the lives of children and youth. We have a record of winning scale level changes that does just that. To be successful at Children First you must enjoy collaborating and helping coworkers do their best and contribute to a respectful workplace that values a commitment to racial diversity, having fun, and making an impact.

Position Summary

Our goal is increase the breadth, depth and access to mental wellness/mental health services in public schools in Philadelphia. The Behavioral Health Policy Project Coordinator will be responsible for designing strategies that will help system partners increase the utilization of quality, behavioral health services for children delivered in their public schools – starting with the Philadelphia School District. The coordinator will also help design new practical strategies to increase the utilization of available mental health services and deepen the menu and reach of services available for students with low level behavioral health issues and no diagnoses. This position requires a leader who can work with system partners in the design and adoption of these strategies. To be a good partner, this position requires a leader who has strong basic quantitative research skills to, for instance, analyze gaps in services in relationship to need, and estimate the potential impact of models to close the gap, and/or to assess parent and student understanding and satisfaction with available services.

Key Duties

- Gather data and use that to design and work with system partners to produce new communications tools to raise awareness about school-based behavioral health services.
- Create a policy checklist that will build clarity for Children First and our partners about what policy, structural or systemic changes are needed to increase utilization, quality, breadth and reach of school-based mental health services in the Philadelphia School District.
- Define and create fact sheets that help parents, school staff and other child-serving professionals understand the availability of school-based behavioral health programs, how they interact with each other and the processes for accessing the care.

- Identify systemic best practices that boost utilization of services by building relationships with and regularly engaging key school district personnel at the central office and school level.
- Convene partners and conduct research to identify new options for qualifying children for treatment with low levels of behavioral health needs and produce short briefing papers to help system partners learn about and consider the adoption of the options.
- Create and facilitate a thought leadership table of mental health agency staff, teachers, principals, parents, students, and child advocates to inform the recommendations for improved processes and systemic structures needed to boost utilization and access to a full spectrum of mental health services in public schools.

Other Duties

- Attend and present information at the Children First board meetings and subcommittee meetings as requested.
- Assist with gathering information needed for grant proposals and funder correspondence/reports associated with your area of work.
- Plan, orchestrate and/or assist with outreach events which occur in the evening and/or weekends.
- Attend and participate in staff meetings and committees.
- Recruit and supervise interns where appropriate.

Qualifications, Education, Experience & Skills

- Master's degree in psychology, social work, public administration, public health, education or related fields.
- Five plus years' experience managing complex policy and organizational change efforts
- Strong project management skills.
- Deep familiarity with city, state and federal resources and policies in the areas of health insurance, behavioral health care and public schools.
- Understanding of financial management and organizational structure of public agencies and the non-profit sector.
- Excellent research, written and verbal communications skills.
- Experience convening groups and ability to work with a diverse set of stakeholders, both internal and external.
- Experience with program and system evaluation.
- Fluent user of Excel and basic knowledge of data analysis.
- Experience creating presentations that describe complex information in accessible formats using simple graphics and presentation related synthesizing tools and techniques.
- Strong interpersonal relationship skills, ability to be a great team member and to work independently as appropriate.
- Values and encourages diversity of thought, background, and perspective.

Reports To: Health Policy Director

Salary: \$80,000 plus benefits and generous paid time off

Apply: Resume and cover letter to info@childrenfirstpa.org