



RECRUITMENT POSTING

The Detroit Wayne Mental Health Authority is an Equal Opportunity Employer

Thomas D. Watkins
President/CEO

PROJECT COORDINATOR CROSSOVER YOUTH

ANNUAL PAY RANGE
\$52,456 - \$61,367
(40-Hour Week)

Applications may be submitted to the DWMHA office of Human Resources, 640 Temple, 8th Floor -, Detroit, MI 48201 or **FAXED** to (313) 833-2461, or **EMAILED** to jconnally@dwmha.com **APPLICATIONS MUST BE RECEIVED NO LATER THAN 4:30P.M. Friday February 26, 2016**

The Detroit Wayne Mental Health Authority (DWMHA) is seeking a dynamic, energetic individual to oversee the development, implementation, monitoring and operation of the Wayne County Crossover Youth program and to assist with special projects. DWMHA has an annual budget of over \$600 million and serve over 53,000 individuals each year. Qualified individuals seeking competitive compensation and benefits and are up to the challenge may apply now!

ELIGIBLE PERSONS

At the time of application and appointment, interested persons meet the following minimum qualifications:

- Possess a Bachelor's degree in a human service field.
- Minimum two (2) years' experience in direct practice in community mental health setting and/or juvenile justice and other child serving systems required; three (3) plus years preferred.

In addition to meeting the Minimum requirements listed above, the successful candidate must also possess the following Knowledge, Skills and Abilities (KSA's)

- Demonstrate a knowledge of all systems (specifically community mental health, juvenile justice, education and child welfare) involved with minors;
- Familiar with Michigan Mental Health Code, the Michigan Medicaid Manual and Department of Humans Services and Wayne County Juvenile Justice Policies and Procedures;
- Strong organizational and time-management skills;
- Possess the ability conduct oneself professionally;
- Excellent written and verbal skills; and an ability to create presentations (i.e. use of Power Point);
- Evidence a respect for and commitment to parent and youth voice and involvement in all aspects of children's mental health services;
- Highly organized and focused with ability to set priorities; including reporting and documenting activities in a timely manner;
- Demonstrated ability to work collaboratively with others (colleagues, supervisors, service providers, etc); and
- Skilled in computer skills including Word, Powerpoint, Excel and internet.

NOTE: The Program Coordinator Crossover Youth is a temporary/full-time position. The term for persons hired in this position term will expire on September 30, 2016 (9/30/16). Qualified internal candidates that are Members of the Government Administrators Association with regular status shall be given priority consideration.

DESCRIPTION OF MAJOR JOB DUTIES

The Project Coordinator Crossover Youth, as part of the Clinical Practice team, is responsible for the coordination and operation of the Wayne County Crossover Youth Process and assist with special projects.

Additional duties include:

- Coordinating the activities of the Crossover Youth Practice Model (CYPM) Implementation Team and Guiding Coalition (including distributing meeting notices, reminders, and agenda in concert with the Georgetown University Center for Juvenile Justice Reform (CJJR) staff)
- Maintain records of all workgroup meeting and membership
- Maintain a repository of all created document and the most recent versions of those being drafted and the final versions
- Managing logistics for site visits and monthly Implementation team meeting
- Participate in all CYPM workgroup meetings (in person or via phone)
- Ensure all workgroups are on task and moving forward with the set task and deliverables

- Maintain a direct connection to the leadership team to provide updated communication about the project and any potential barriers
- Participate in the leadership meetings to report out on the status of the program and strategies about any issues and/or barriers
- Assist in in keeping momentum on the project
- Serve as the point of contact for CJJR related to the model
- Engage community stakeholders regarding the model
- Serve as the lead with CJJR and the CYPM leadership team in facilitating development the plan for implementation once the CYPM protocol is finalized to include development of training and quality assurance
- Coordinate all training related to the model to include but not limited to DHHS, Family Court, CMO's, Community Stakeholders, and [insert the new name of the JJ system].
- Assist in the development and distribution of the Crossover Youth Protocol
- Assist in ensuring all workers and impacted individuals are aware of their role in implementation
- Troubleshoot implementation issues as they occur
- Serve as a liaison to workers to mitigate any case related issues
- Serve as the primary point of contact for any questions related to the model
- Other duties as assigned.

Internal applicants must comply with the provisions of their union contract regarding career demotions and career shifts. Applications from DWMHA GAA employees who have regular status in this class (and are employed in this class or in a class on a higher level) will not be accepted.

GENERAL INFORMATION

How to Apply: Applicants must complete Application Form DWMHA/HR-210, which may be obtained via email or at the DWMHA Office of Human Resources. The application may be used both for determining admission to the examination and for rating experience and training. Applicants will be notified by mail of the time and place of the examination. Persons denied permission to compete in an examination may make a written appeal to the Detroit Wayne Mental Health Authority Human Resources Committee for a final decision within ten (10) days following the notification of denial, stating the basis on which it is felt that their application should be accepted.

In accordance with the provisions of the collective bargaining agreement, appointees must satisfactorily complete a probationary period before the appointment will be considered permanent.

Accommodations for the Disabled: A disabled person needing accommodation in connection with a job application or to participate in the examination process must notify the DWMHA office of Human Resources. A reasonable accommodation may also be required on the job to enable the individual to perform the essential job functions. Such accommodations will be evaluated at the time of appointment.

Appeal Process: Requests to review examinations must be made in writing within ten (10) days after the mailing of the notice of results. Appeals concerning the ratings must be made in writing within ten (10) working days after the review. The appeal must state why the applicant believes the ratings are improper.

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