



JOB DESCRIPTION

Title: Project Coordinator

Posting Status: Open

Location: Hybrid - Kansas City, KS and Home Office

Position Type: Part-time 30 hrs/week (negotiable)

Salary: \$ 48,750

Benefits: NA

Submit resume and cover letter to info@kaimh.org to apply.

Position Description

The purpose of the Project Coordinator is to significantly impact the development of state capacity related to mental health of young children, their social emotional development, and interaction/attachment with family and other significant adults.

The Project Coordinator will primarily provide support to implement project activities in the Kansas City, Kansas area in collaboration with KAIMH, university partners, childcare partners, and others to support endorsement activities and training.

The Project Coordinator will work collaboratively with the Endorsement Coordinator, the KAIMH Board, KAIMH Sub-Committees and state partners to develop implementation plans to facilitate activities to include Infant Mental Health (IMH) Endorsement® activities including recruitment of IMH Endorsement® applicants, coordinating professional development including reflective supervision groups, and engaging community partners.

Responsibilities

In addition to the duties identified in the position description above, the Project Manager will also work collaboratively with the other members of the KAIMH team and its programmatic partners to contribute to the further growth of the Infant and Early Childhood Mental Health system of care through the following responsibilities:

- Plan, coordinate, manage, and participate in, or deliver, professional development related infant and early childhood mental health, the KAIMH Endorsement®;
- Develop written procedures for implementation of Endorsement® Co-horts at all categories to support applicants to efficiently complete the Endorsement® process in a reasonable time frame;
- Develop recruitment plan to establish co-horts with a focus on infant and early childhood mental health through career pathways to build capacity of professionals with skills in promoting healthy development as well as specialists and mentors to guide future child care professionals and meet the outcomes of the Kansas Child Care Training Opportunities, Inc. agreement;
- Support the growth of KAIMH and the advancement of the KAIMH IECMH system of care through participation in activities sponsored by KAIMH, its Board of Directors and partner agencies; as well as



activities sponsored by the Alliance for the Advancement of Infant Mental Health, including but not limited to policy and funding initiatives and workforce capacity building efforts;

- Support all IECMH-related workforce development efforts statewide including but not limited to, training opportunities sponsored by KAIMH and/or member/collaborating agencies;
- Provide leadership for and representation of KAIMH to engage and empower families of young children in Kansas by serving on various councils, committees, work groups, etc., pertaining to early childhood and/or families of young children, as assigned by the KAIMH Endorsement® Committee and/or KAIMH Board of Directors.
- Complete various Master Trainer certifications and provide specific and necessary trainings to others within Kansas which increases sustainability of identified professional development needs within the state, and in turn helps reduce associated costs for the ongoing provision of said professional development;

Professional Development: Annual Conference & Professional Development Events

- Collaborate with Education Committee Chair and Committee.
- Assist with on-site or virtual coordination of events, trainings, and annual conference.
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's degree in Psychology, Social Work, Counseling, Early Childhood Education or related field, Masters preferred
- Experience in program management and/or coordination
- Grant writing and/or financial development experience preferred
- IMH Endorsed® or achieve IMH Endorsement®

Required Knowledge, Skills and Abilities:

- Knowledge of the developmental needs of children birth to 5 years old.
- Knowledge of early development, infant and preschool mental health theory and infant and preschool mental health interventions.
- Knowledge of group dynamics and intervention with adults.
- Knowledge and understanding of trauma-informed care principles and practices.
- Skilled in working with children birth to 5 years old, their families, and other caregivers such as teachers and early intervention professionals.
- Skilled in the understanding of family systems, infant and early childhood mental health, child development.



- Ability to assess young children's social and emotional functioning.
- Ability to create strong relationships with adults and children with an understanding of, and respect for, culture and diversity.
- Ability to work independently.
- Ability to travel within assigned region weekly and out-of-state as required for specialized training

Preferred Knowledge, Skills and Abilities:

- Knowledge of the Diagnostic Classifications of Mental Health and Developmental Disorders of Infancy and Early Childhood (DC 0-5).
- Knowledge of the DSM 5.