



Promoting, supporting, and strengthening children's earliest relationships
prenatal to age six

CT-AIMH IS NOW HIRING!

Director of Programs: Development, Oversight, Quality, and Innovation

JOB TITLE: Director of Programs: Development, Oversight, Quality, and Innovation

REPORTING: Executive Director

STATUS: 28 hours/week, Non-exempt

SALARY: Starting at \$40/hour

BENEFITS: Paid Time Off (PTO) and up to 12 paid holidays

OFFICE LOCATION: 19R Pearl Street, Noank, CT (position requires both on-site work and the possibility of remote work -from any location within CT)

Interested Applicants: Email resume and cover letter to Heidi Maderia, CT-AIMH Executive Director at: Heidi.maderia@yale.edu

Deadline for submissions: Monday, February 27, 2023

PURPOSE: The Director of Programs: Development, Oversight, Quality, and Innovation will provide programmatic oversight for the Connecticut Association for Infant Mental Health (CT-AIMH) in areas of program development, quality, evaluation, reporting, and innovation. This person will support development of projects in the pre-implementation phase, oversee the day-to-day aspects of projects; lead specific project objectives; conduct program follow-up in the post-implementation phase; and represent projects internally, to funders, and other stakeholders as necessary. The Director will also lead special initiatives to foster and cultivate innovative program approaches in our work. This position requires expertise in program organization and oversight, grant development, and implementation and quality assurance.

GENERAL SUMMARY

The Director of Programs: Development, Oversight, Quality, and Innovation will be responsible for:

1. Developing and leading project design and innovation in line with organizational vision and strategy.
2. Provide guidance on project design, implementation, and analysis to ensure quality outcomes.

3. Provide oversight for existing projects and manage the day-to-day aspects of those projects, from development and implementation to assessing quality and post-implementation follow-up and evaluation.
4. Lead strategic thinking by establishing key objectives and strategies, as well as develop multi-year growth strategies and an innovation vision for CT-AIMH, being mindful of trends impacting our partners' needs.
5. Manage implementation of new and innovative approaches, including reporting and maintaining relationships with funding and partner agencies.
6. Collaborate with partners and/or stakeholders to identify, track, and assess innovative approaches.
7. Serve as the lead for the identification and application of grants and other funding opportunities as well as any resultant reporting requirements.
8. Develop and coordinate resources and research needed to support CT-AIMH's work, including identifying and documenting infant mental health services and programs across the promotion, prevention, intervention, and treatment spectrum.
9. Serve as the oversight of CT-AIMH's community facing aspects of the program and any related staff in the areas of development, marketing, communications, website maintenance, and social media.

ESSENTIAL FUNCTIONS

Community Engagement Activities:

- Support the State and other partners as requested to promote awareness and resources supporting infant-toddler developmental screenings and the social emotional development of children.
- Work with the Executive Director, other CT-AIMH staff, and partners to identify gaps and needs in IMH programs and services across systems.
- Oversee CT-AIMH projects and activities that will not only increase the competencies of the Infant and Early Childhood Mental Health (IECMH) workforce but improve and enhance access to available IECMH state-wide resources for all stakeholders, IECMH professionals and families.
- Provide Infant and Early Childhood Mental Health presentations at conferences and to CT-AIMH partner agencies statewide, as needed.
- Collaborate with state and local partners to identify opportunities where Endorsement[®], the IMH Competencies[®] and Reflective Supervision/Consultation can be promoted and integrated into existing programs, systems, trainings, conferences, and other infrastructures in a relationship-based and culturally sensitive way.
- Co-lead the CT-AIMH Professional Development Advisory Committee.
- Assist in the development of resources, products, and processes to increase awareness and interest in IECMH.

Public Awareness:

- Oversee the development of a public awareness plan to promote recognition of the unique social and emotional needs of the target population and the benefits of optimal social and emotional development.

- Work with Promotion and Education Advisory Committee on developing messaging (IMH 101)
- Oversee development and operation of CT-AIMH messaging including website, social media, newsletter, and marketing materials.

Quality and Innovation:

- Oversee the development, monitoring, and presentation of internal quality measures and initiatives.
- Responsible for developing methods for data collection and extracts data as required.
- Coordinating tracking and reporting of outcomes, and follow-up of action plans to improve quality.

QUALIFICATIONS AND CHARACTERISTICS:

- Minimum Master's degree in human services, social work, early childhood, or related field with significant program development experience
- Understanding of characteristics, service needs, and programming for target population
- Experience in infant and/or early childhood programs
- Understanding of systems development for staff of early childhood education and infant and early childhood mental health populations
- Effective leadership skills, experience in working in collaborative environments, excellent communication skills
- Minimum of three years' experience in infant and early childhood mental health
- Hold or eligible to hold IMH Endorsement® within 2 years
- Knowledge and experience in multiple systems working with infants, toddlers and young children (i.e. early intervention, childcare, early education, Head Start/Early Head Start, child welfare, home visiting, mental health)
- Familiarity with result-based accountability practices
- Excellent relationship development skills
- Excellent public speaking and writing skills
- Detail oriented and strong organizational skills
- Ability to coordinate and prioritize multiple sources and types of information
- High degree of comfort and competency in using MS Office Suite, Outlook, and Social Media

SUPERVISION:

- This position is supervised by the Executive Director.
- This position will supervise all staff of current projects and any staff in community facing aspects of the program such as marketing, communications, website maintenance and social media.

PHYSICAL REQUIREMENTS:

While performing the responsibilities of the job, the employee is frequently required to use finger dexterity as well as sufficient hand dexterity to use a computer keyboard and be capable of reading a computer screen. Also, may need to remain seated for long periods, have the ability to perform repetitive motions and reach for objects. Employee is frequently required to hold a writing instrument, communicate verbally, and hear well enough to detect nuances and receive detailed information. They

may be required to grasp objects, push, and pull objects, bend, stand, walk, squat, or kneel. Vision abilities required by this job include close vision for data preparation or analysis, and expansive reading. May need to lift items, up to 30 pounds. Equipment used: laptop computer, copier, phone, and scanner.

WORKING CONDITIONS:

This position will require in-person work (in Noank office) and the possibility of remotely based work (from any location within the state of Connecticut). In person presence for regular staff meetings and other responsibilities is required.

The work conditions described here is representative of those an employee encounters while performing this job. Depending on work location, the incumbent will typically work indoors in a heated and air-conditioned office, with a mixture of natural, incandescent, and fluorescent light with low to moderate noise levels or be subject to working conditions conducive to a home environment. When travel is expected the incumbent will be exposed to outside environmental conditions during those times.

In accordance with the Americans with Disabilities Act, the above is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job.

GENERAL INFORMATION:

Required: willingness to travel within the state 30-50% of time; valid driver's license and insurance. Position is dependent upon grant funding and funding is currently secured from Jan 2023-Dec 2025.

OUR COMMITMENT TO DIVERSITY AND EQUALITY:

CT-AIMH is proud to be an Equal Opportunity Employer, committed to inclusive hiring, advancement, and professional development and is dedicated to diversity in its work, its staff and with community partners. This is an exceptional opportunity for a professional who shares our commitment to diversity, equity and inclusion and supports our mission to enhance outcomes for ALL children by supporting those professionals who work with children 0-6 years old and their families.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin. All qualified candidates are encouraged to apply. As a non-partisan organization, the Connecticut Association for Infant Mental Health (CT-AIMH) supports ALL Connecticut babies and their families, and ALL professionals who work with or on behalf of families, without regard to race, disability, gender identity, religion, sexual orientation, country of origin, heritage, or political affiliation.

Connecticut Association for Infant Mental Health, Inc. (CT-AIMH)
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