



## JUVENILE WELFARE BOARD OF PINELLAS COUNTY

The Juvenile Welfare Board of Pinellas County (JWB) has been making the health, safety, and well-being of our county's children a priority for 75 years. We invest in partnerships, innovation, and advocacy to strengthen Pinellas County children and their families.

### JOB OPPORTUNITY

**MARCH 13, 2023**

The Juvenile Welfare Board offers a comprehensive benefits package, including medical, vision, dental, and life insurance as well as vacation and sick leave, tuition reimbursement, and participation in the Florida Retirement System among other benefits.

<b>Position Title:</b> Associate Manager of Children's Mental Health Initiatives	<b>Department:</b> Administrative Services
<b>Reports To:</b> Senior Manager, Strategic Initiatives	<b>FLSA Status:</b> Exempt
<b>Pay Grade:</b> 110	<b>Salary Range:</b> \$69,606.53 - \$114,834.36
	Salary is commensurate with experience

**Position Purpose:** This position plays a key role in expanding the reach and impact of JWB's Children's Mental Health Initiative (CMHI) through its focus on workforce development and behavioral health service integration into pediatric and community locations. Serves as lead staff support for JWB's CMHI Workforce Development Team and related subgroups to achieve JWB's goal of developing a high quality, trauma-informed cross-sector workforce. Also serves as the internal staff lead to connect CMHI to JWB-funded programs and is the external point of contact for the community.

#### Key Responsibilities:

- Provides consultation to JWB-funded programs to increase understanding of children's mental health and available resources to support children, families, and program staff.
- Leads efforts to identify, secure, manage and track appropriate clinical and non-clinical workforce development opportunities with supporting direction from collaborative community partners.
- Conducts outreach efforts to potential pediatric practices and cultivates relationships that foster participation in the CMHI.
- Oversees onboarding process of new pediatric practices for CMHI as well as into JWB's portfolio of funded programs.
- Identifies and recommends best practices using evidenced-informed research to support children's mental health and advocates for the adoption of these best practices by community organizations to support the workforce.
- Reviews, analyzes and recommends contractual language to support system redesign enhancements and increase access to children's mental health services.
- Conducts monitoring of CMHI programming to ensure appropriateness of service delivery, reviews and interprets outcome data against initiative objectives and contractual requirements, and prepares written reports.
- Identifies, recommends, and facilitates collaborative connections to advance strategic goals.
- Participates in workgroups and informational sessions that aid in the development of future strategic planning.
- Prepares visuals and presentations to communicate complex information to different audiences including JWB's Executive Team and Board.
- Interfaces with local government agencies, community groups, businesses, funded agencies, internal units and departments to discuss and promote JWB goals.
- Works cooperatively with cross-functional teams both internally and externally to achieve strategic goals.
- Uploads, classifies, retrieves, and maintains documents in accordance with established Unit/Department record management procedures while adhering to State Laws.
- Performs other duties as assigned or required.

#### Specifications:

- Bachelor's degree in Public Administration, Mental Health, Health Care Administration, Business Management, Social Work, Psychology, or related field. Master's degree preferred.
- Minimum of 3 years of experience working in one or a combination of: mental health services, public policy, social services, health care administration, business or employee management, quality improvement, or related field.
- Knowledge in and experience with community systems, program design, and implementation.
- Ability to work at both strategic and tactical levels.
- Knowledge of procurement, contract management, and budgeting.
- Knowledge of payment models and local/state/federal regulations relevant to mental health service reimbursement.
- Experience providing technical guidance and leadership support in one or more of the following areas: program implementation, organizational development, mental health/substance abuse programming, family counseling, family support, child care, and/or youth development/education service delivery.
- Demonstrate interpersonal skills and excellent organizational skills.
- Responsible for participating in periodic in-person community events which may include evenings and weekends.
- Ability to manage multiple projects and work with a variety of stakeholders.
- Self-starter with a solution-focused mindset.
- Excellent oral and written skills.

**Additional Requirements:**

- Successfully pass a Level 2 background screening as required by Ch. 435 Florida Statutes.
- Possess a valid driver's license and/or access to reliable transportation.

**Working Conditions:**

- JWB staff shall reside within the Tampa Bay area. Currently, this is a hybrid remote position with physical presence at the JWB building and other sites in Pinellas County necessary to perform key responsibilities.

**Interested Applicants, please submit resumes by Tuesday, March 28, 2023:**

**Juvenile Welfare Board of Pinellas County, Attn: Human Resources Unit**

**14155 58th Street N. Clearwater, FL 33760**

**email: [hr@jwbpinellas.org](mailto:hr@jwbpinellas.org) or fax: 727-453-5610 Website: [www.jwbpinellas.org](http://www.jwbpinellas.org)**

*The Juvenile Welfare Board is an equal opportunity employer. The Juvenile Welfare Board is an E-Verify Employer.*

*Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment by the state and are encouraged to apply for the positions being filled.*

*Applicants interested in claiming Veterans' Preference please apply at: [www.jwbpinellas.org](http://www.jwbpinellas.org)*

*All applicants are advised that applications in Florida become a matter of public record upon receipt*