Association for Children’s Mental Health

**Program Manager Position Description**

**Position Title:** Program Manager; Statewide Coordinator, Parent Support Partner Project

**Qualifications:**

* 18 years of age or older.
* A parent or primary care-giver that is raising or has raised a child with emotional, behavioral and/or mental health challenges and/or developmental disabilities.
* High school graduate
* Has received or is in the process of receiving State of Michigan Parent Support Partner certification.
* Strong communication, time management and organizational skills.
* Possess basic computer knowledge.
* Experience in public speaking and/or training.
* Valid driver’s license and transportation.

**Reports to**:     Executive Director or designee

**General Summary:**

The Statewide Parent Support Partner Coordinator oversees the Parent Support Partner (PSP) training & certification model for Parent Support Partner providers across the state of Michigan.This individual conducts trainings, provides coaching support, and coordinates technical assistance and professional development. Other duties include oversight of ongoing evaluation efforts, and monitors fidelity to the model.

**Key Activities:**

* Co-facilitates 5 day Parent Support Partner trainings with Training & Coaching Team.
* Co-facilitates quarterly Professional Development/Technical Assistance meetings for all Parent Support Partners.
* Coordinates and facilitates monthly coaching calls with Parent Support Partners.
* Provides support, coaching and technical assistance to Community Mental Health and other providers who are implementing Parent Support Partner positions in their community.
* Support continued development and implementation of Parent Support Partner evaluation instrument.
* Provide support and training for Parent Support Partner supervisors.
* Monitors fidelity of the model at the individual PSP level, site/agency level, and at the state level.
* Conduct coaching calls, facilitate Professional Development/Technical Assistance meeting and provide support for Parent Support Partners seeking recertification.
* Work in partnership with Michigan Department of Health and Human Services, Association for Children’s Mental Health, and other community based family organizations to continuously modify, refine, and improve the Parent Support Partner model.
* Provide in-service training to staff and/or agency professionals as needed.
* Communication with Executive Director on project requirements.
* Facilitate PSP steering committee meetings with Michigan Department of Health and Human Services representative.
* Network with agencies, organizations and other service providers to develop opportunities to present at conferences and other venues to increase awareness of the model.
* Travel within Michigan to provide training, supervision, outreach and orientation.
* Occasional travel /training outside of the state of Michigan.

**The Statewide Coordinator will exhibit proficiency in the following areas:**

* Technical skill in the area of community collaborations.
* Knowledge and resources of the child serving systems and how to access useful resources in the community.
* Competence in working as a team member within ACMH.
* Strong commitment to the mission/values of ACMH.
* Strong written and verbal communication skills.
* Understanding of adult learning styles/principles.
* Leadership and support of training and coaching team
* Ability to work independently and demonstrate initiative in development of new materials, strategies, etc
* Computer and data processing skills.
* Data collection and storage procedures.
* HIPAA/Confidentiality requirements.
* Report generation and documentation.
* Strong sense of initiative as well as well developed leadership skills.

Resumes will be accepted through May 12, 2017. Please send to Jane Shank at acmhjane@sbcglobal.net or 6017 W. St. Joe Hwy, Ste 200, Lansing, MI 48917