

**CLASS TITLE: PROJECT COORDINATOR
(PROJECT REACH RI)**

**Class Code: 02821200
Pay Grade: 37A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Children, Youth and Families (DCYF) to be responsible for coordinating all activities for PROJECT REACH RI (Federal Grant), and to do related work as required.

SUPERVISION RECEIVED: Works under the Chief of Children's Mental Health and Education; work is reviewed through conferences and meetings and submittal of project reports.

SUPERVISION EXERCISED: As required, coordinates and reviews work of staff assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Children, Youth and Families, to be responsible for the coordination of Project REACH RI (Resources Effectively Allocated for Children).

To assist in the coordination of the development of a statewide comprehensive community-based system of care for children and adolescents with a serious emotional disturbance.

To assist in the establishment of linkages between the Special Education Advisory Councils and the Child and Adolescent Service System Program Local Coordinating Councils.

To assist in the establishment of State and local leadership teams representing DCYF, LEAS, and CASSP.

To assist in the establishment of a minority task force.

To assist in the establishment of a uniform local (community) system of case review.

To review data collection activities in the eight mental health catchment areas and make recommendation to the chief.

To work closely with advisory groups or other committees.

To serve as liaison with the Center for Mental Health Services.

To prepare and submit yearly grant renewal application.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A thorough knowledge of children's mental health and the ability to apply such knowledge in the planning and implementation of PROJECT REACH RI; the ability to collaborate with public officials, parents, and consumer organizations; the ability to apply theoretical principles in the development of a system; the ability to review data collected and make recommendations; The ability to communicate effectively both orally and in writing; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Social Work (MSW) or closely related field; and

Experience: Such as may have been gained through employment in a responsible position involving responsibility for planning and collaborating with other agencies and experience in grant writing.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: July 7, 1996

Editorial Review: 3/15/03