

CLASS TITLE: PROJECT COORDINATOR - CHILD AND ADOLESCENT SERVICES SYSTEM PROJECT (CASSP)

Class Code: 02825900

Pay Grade: 33A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Children, Youth and Families (DCYF) to be responsible for coordinating activities for the (CASSP) Program; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of independent judgement; work is reviewed through conferences and meetings and submission of project reports.

SUPERVISION EXERCISED: Coordinates and reviews work of CASSP professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Children, Youth and Families (DCYF), to be responsible for the coordination of the CASSP Program.

To coordinate all state and local CASSP activities.

To staff meetings of the CASSP Advisory Committee.

To participate in the creation and work of subcommittees or task force which are established by the Rhode Island CASSP Advisory Committee.

To participate in DCYF task forces and activities as indicated.

To meet with local organizations and agencies to explain and promote the CASSP concept in Rhode Island.

To supervise the CASSP evaluation process, including participation in selection of evaluator.

To write semi-annual federal reports and submit grant renewal applications.

To provide technical assistance to local coordinating councils.

To administer the CASSP budget, including writing and monitoring of contracts in dispersal of CASSP funding.

To undertake other activities as directed by DCYF administrative staff.

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 CASSP; a thorough knowledge of program evaluation principles; a thorough knowledge of the Rhode Island Children's Mental Health System; 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 develop data systems and analyze the data; 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, or a closely related human service field; and

Experience: Such as may have been gained through: considerable employment in a responsible position involving responsibility for grant writing and for planning and collaborating children's and adolescent services with other agencies.

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

Class Created: May 15, 1994

Editorial Review: 3/15/03