



Northern Kentucky Cooperative for Educational Services JOB DESCRIPTION

MEMO: The primary goal of the School-Based Mental Health grant is to increase and retain the number of mental health service providers in the Northern Kentucky schools and to increase and retain the number of credentialed school-based mental health service providers from diverse backgrounds. This project's outcome is designed to improve the ratio of students to school-based mental health providers, decrease the attrition rate, and increase the total number of students receiving school-based mental health services. This grant will also support respecialization efforts, train schools to understand certification and licensure options, and help to build mental health services career pathways.

POSITION TITLE: School-Based Mental Health Institution of Higher Education
Liaison

RESPONSIBLE TO: Chief Academic Officer

QUALIFICATIONS:

- Bachelor's degree or demonstrated work experience equivalent
- Excellent verbal and written communication skills
- Excellent interpersonal skills with good negotiation tactics
- Working knowledge of schools' needs and processes and familiar with the working of IHEs
- Flexible, amicable, and community-oriented approach

JOB GOAL: To promote working relationships with local, state, and national IHEs in pursuit of increased mental health services in Northern Kentucky schools.

SPECIFIC DUTIES:

- Represent the interests of Northern Kentucky Institute for Mental Health Services and further these through collaborative efforts; clarify, discuss, and implement actions that promote achievement of project goals and objectives.
- Create and promote opportunities for meaningful collaboration within and across schools, institutions of higher education (IHEs), and other organizations or resources to promote increased mental health services in Northern Kentucky schools.
- Secure collaborators' buy-in and participation in career pathways, and practicum, intern, and certification and licensure opportunities for mental health services in Northern Kentucky schools Work with project staff, schools, and closely with the HR Recruiter and IHEs to place mental health providers in schools to improve racial/ethnic diversity and placement in schools in the provider's community.
- Perceive collaborative concerns and work to remedy.

- Devise appropriate frameworks to derive maximum benefit from all partnerships.
- Report on the utility of existing and prospective collaborations to guide future undertakings.

KNOWLEDGE AND SKILLS:

- Able to create and maintain relationships between and among schools and IHEs Proactive and independent with the ability to take initiative
- Excellent time management skills with a proven ability to meet deadlines
- Able to follow designated procedural guidelines
- Proficient with or able to quickly learn applicant-tracking software or other recruitment systems. Proficient with Microsoft Office Suite or related software

TERMS OF EMPLOYMENT: Full-time employment, 215 days

SALARY: Salary based on rank and experience in accordance with NKCES certified salary schedule.

EVALUATION: Annual evaluation in accordance with performance of job description and NKCES policies and procedures.