**Title of position: Project Aware (MH-FAN) Coordinator**

The Coordinator will oversee and manage all aspects of the MH-FAN program and ensure that all Northern Kentucky Cooperative for Educational Services resources are available for program support. The Coordinator will be responsible for coordinating the MH-FAN advisory council and instructors and overseeing credentialing and tracking activities to ensure that the program meets its goals and achieves its objectives.

**Duties and responsibilities:**

* Manage the project’s advisory council and relationships with project partners
* Oversee day-to-day implementation of the project
* Handle arrangements for training of the YMHFA instructors and first aiders
* Ensure recording of data about their certifications and other program data
* Manage post-award planning for:
  + - Developing policies and procedures for parental and or caregiver consent
    - Identifying community outreach and engagement strategies to increase participation in and access to YMHFA training, especially among diverse populations
    - Building appropriate referral infrastructures to support identification and referral to mental health services as needed
    - Developing and overseeing implementation of referral processes to be used for school-aged youth in need of mental health services
* Building capacity and leadership to sustain community-based mental health strategies and to access existing funding systems to support mental health services for school-aged youth

**Qualifications for position:**

* At least two years of experience providing outreach, engagement and services to the target population
* Professional degree in education, mental health or a related field.
* An understanding of and experience working with the target population (youth ages 12-18)

**Supervised by:** NKCES Executive Director

**Skills and knowledge required:**

* Familiar with culture, demographics, and languages of LEA and community where program will be implemented.
* Experience providing training.
* Understand effective recruiting measures
* Be proficient with and able to conduct computer and internet work using Microsoft Office Suite and able to manipulate data using a variety of systems
* Attend YMHFA training as soon as possible after hire, by month four of the project

**Personal qualities:** Excellent written and verbal communication skills; comfortable working with an array of community partners, including speaking publicly on behalf of the project. Strong commitment to the program’s potential to transform the system of care.

**Amount of travel:** Moderate local travel and limited travel out of the area

**Salary range:** $15,000 to $16,250

**Hours per week:** 10 (.25 FTE)