



CLASS TITLE | CHILDREN'S MENTAL HEALTH INITIATIVE GRANT COORDINATOR

PAY GRADE: EX-36 | www.cityoftulsa.org/pay

Class Code: 2100

Effective Date: 11/8/2023

PURPOSE OF THE CLASSIFICATION: Under general direction of the Chief Mental Health Officer, is responsible for developing and implementing the Tulsa Children's Mental Health Initiative, a federal grant program for the purposes of creating a system of care for child and youth mental health. The grant coordinator will be responsible for developing contracts for services, coordinating a cross-sector grant governance team, and providing leadership in all facets of the project. This role will support the implementation of the mental health actions of Tulsa's city-wide resilience strategy to advance the goal of making Tulsa a world class city that is inclusive, welcoming, and making progress towards racial equity and resilience.

ESSENTIAL TASKS:

- Develops and manages the Tulsa Children's Mental Health Initiative federal grant program by creating implementation plans, tracking systems, and evaluating frameworks for actions and projects to ensuring successful project completion.
- Coordinates with the Substance Abuse and Mental Health Services Administration (SAMHSA) Project Officer on all grant requirements and deadlines.
- Develops and monitors all contracts for services and programs required under the grant program, including community-based organizations providing children's services and any project personnel such as a lead family coordinator and the project evaluator.
- Develops and tracks key performance indicators in partnership with grant evaluator
- Coordinates the grant's required advisory board and engages formal and informal partners to effectively implement the initiative while working collaboratively with mental health coalitions, collaboratives, partnerships, and associations, and other key leaders in the behavioral health system and related systems.
- Provides regular status reports (e.g., written reports, presentations, memos, briefings, etc.) to City leadership, funders, residents, and community stakeholders on the progress of initiatives.
- Establishes collaborative team-oriented relationships with people at all levels of the organization.
- Must report to work on a regular and timely basis.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100

- a. Graduation from an accredited college or university with a bachelor's degree in social or human services, or a field related to the essential tasks: **and**
- b. Four (4) years' experience working in community mental health field, with at least three (3) of those years in a child serving system, working in a professional environment leading complex projects with a proven record of innovation, performance management, strategic planning, and evaluation.
- c. Graduate degree preferred.



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Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of children's mental health and social service systems and best practices
- Knowledge of strategic planning methods
- Knowledge of collective impact and collaboration techniques
- Knowledge of system changes and effective implementation approaches, and evaluation methods.

Ability to:

- Ability to recognize what the real problems are and a willingness to get into the field observe problems up close.
- Ability to lead, facilitate and organize with proven project management
- Ability to design, implement and demonstrate competence utilizing data to test new approaches, measure progress, and achieve results
- Ability to interface effectively with employees at all levels of the organization;
- Ability to lead multiple projects of varying complexity;
- Ability to analyze complex issues and formulate sound concepts; ability to work independently and to recognize, analyze and solve problems by deeply understanding the underlying problem;
- Ability to understand and influence the behavior of others within the organization, partners or the public in order to achieve job objectives and cause action or understanding

Skill in:

- Highly skilled in verbal and written communication

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying, and pulling up to 20 pounds; and may be subject to walking, standing, sitting, reaching, bending, handling, and twisting.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may require travel to off-site locations.

EEO Code: E-02

Group: Clerical and Administrative

Series: Urban Development