



SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Director of Prevention Partnerships**

Department: **Program**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Deputy Director**

Revision Date: **February 2023**

POSITION SUMMARY:

The Director of Prevention Partnerships manages community investments related to prevention and community-based behavioral health services for children, youth, and adults to facilitate attainment of MHB's strategic goals.

ESSENTIAL FUNCTIONS:

1. Planning
 - Participates in MHB's formal planning processes including needs assessments
2. Management
 - May recruit, interview, and recommend potential candidates to the Deputy Director and Executive Director
 - May train and manage staff activities and workflow, while providing individualized, ongoing support and mentoring for direct reports
 - May prepare annual performance evaluation for each direct report and submit to the Deputy Director for review and approval
3. Community Leadership and Involvement
 - Represents MHB at speaking engagements in the community related to **children, youth, and** adult behavioral health and prevention services, as approved by the Deputy Director
 - Develops trusting collaborative relationships with community coalitions, funded partners, city residents, and other funders
 - At the direction of the Deputy Director, supports community-based initiatives or leads special projects focused on improving community responses to behavioral health needs, behavioral health prevention, promoting violence prevention, and trauma-informed care
4. Program Management
 - Maintains up-to-date knowledge base of emerging issues related to prevention and community-based behavioral health programs and services for children, youth, and adults in the communities served by Saint Louis MHB

- Under the guidance of the Deputy Director, assists with the planning and implementation of grantmaking functions and processes related to the Community Mental Health Fund (CMHF) and the Community Children’s Service Fund (CCSF)
- Provides training for MHB applicants and funded partners on the grantmaking process and outcome-based funding
- Provides application support for MHB applicants and funded partners
- Ensures all CMHF and CCSF funded partners’ activities are monitored and reports any performance, financial management, or contract compliance issues to the Deputy Director
- Provides capacity building support to applicants, funded partners, and grassroots organizations through connection to resources and tools intended to help improve and/or expand services
- Engages in community groups and internal MHB activities which focus on building trust, transparency, and reducing the administrative burden for funded organizations, while working to change the culture of grantmaking from transactional to transformational
- Identifies and addresses internal and external health equity and racial justice system inequities and works to foster systems change in community investment and grant making

5. Other duties as assigned by management

QUALIFICATIONS:

1. Master’s degree in social work, public administration, public health, psychology, counseling, or related field, plus at least 6 years’ experience in a private or government agency that makes grants or enters into contracts for services with agencies OR equivalent experience at a management level in an organization providing human services.
2. Preference for a licensed mental health clinician
3. Knowledge of human services delivery systems, grant making, and contracting process
4. History of working cooperatively and effectively with public officials and agency personnel
5. Exceptional written and verbal communication skills
6. Proficient in Microsoft Office, grant management, and other platforms
7. Commitment to health equity and racial justice
8. Objective decision maker that does not include personal preference or bias in decisions
9. Excellent judgment and ability to handle confidential information
10. Valid driver’s license
11. Reliable transportation allowing travel between locations when required

12. Independently mobile in a variety of locations and settings

SIGNATURE:

I have read and understand the job description for my position at the Saint Louis MHB. The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to an all-exhaustive list of all associated responsibilities, skills, efforts or working conditions. The Saint Louis MHB reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business.

Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

Today's date: _____



SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Director of Youth Development**

Department: **Program**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Deputy Director**

Revision Date: **February 2023**

POSITION SUMMARY:

The **Director of Youth Development** manages community investments related to early childhood, out-of-school-time, and other children's services programming to facilitate the attainment of MHB's strategic goals.

ESSENTIAL FUNCTIONS:

1. Planning

- Participates in MHB's formal planning processes

2. Management

- May recruit, interview, and recommend potential candidates to the Deputy Director and Executive Director
- May train and manage staff activities and workflow, while providing individualized, ongoing support and mentoring for direct reports
- May prepare annual performance evaluation for each direct report and submit to the Deputy Director for review and approval

3. Community Leadership and Involvement

- Represents MHB at speaking engagements in the community related to children, youth and adult behavioral health, as approved by the Deputy Director
- Develops trusting collaborative relationships with community coalitions, funded partners, city residents, and other funders
- At the direction of the Deputy Director, supports community-based initiatives or leads special projects focused on improving community responses to behavioral health needs, behavioral health prevention, and trauma-informed care

4. Program Management

- Maintains up-to-date knowledge base of emerging issues related to early childhood, out-of-school time, and children's services in the communities served by Saint Louis MHB
- Under the guidance of the Deputy Director, assists with the planning and implementation of grantmaking functions and processes related to the Community Mental Health Fund (CMHF) and the Community Children's Services Fund (CCSF)

- Provides training for MHB applicants and funded partners on the grantmaking process and outcome-based funding
- Provides application support for MHB applicants and funded partners
- Ensures all CCSF funded partners' activities are monitored and reports any performance, financial management, or contract compliance issues to the Deputy Director
- Provides capacity building support to applicants, funded partners, and grassroots organizations through connection to resources and tools intended to help improve and/or expand services
- Engages in community groups and internal MHB activities which focus on building trust, transparency, and reducing the administrative burden for funded organizations, while working to change the culture of grantmaking from transactional to transformational
- Identifies and addresses internal and external health equity and racial justice system inequities and works to foster systems change in community investment and grant making

5. Other duties as assigned by management

QUALIFICATIONS:

1. Master's degree in early childhood, social work, public administration, public health, psychology, counseling, or related field plus at least 6 years' experience in a non-profit or government setting
2. Preference for a licensed mental health clinician
3. Knowledge of human services delivery systems, grant making, and contracting processes
4. History of working cooperatively and effectively with public officials and agency personnel
5. Exceptional written and verbal communication skills
6. Proficient in Microsoft Office, grant management, and various other platforms
7. Commitment to health equity and racial justice
8. Objective decision maker that does not include personal preference or bias in decisions
9. Excellent judgment and ability to handle confidential information
10. Valid driver's license
11. Reliable transportation allowing travel between locations when required
12. Independently mobile in a variety of locations and settings

SIGNATURE:

I have read and understand the job description for my position at the Saint Louis MHB. The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an all-exhaustive list of all associated responsibilities, skills, efforts or working conditions. The Saint Louis MHB reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business.

Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

Today's date: _____



SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Executive Assistant**

Department: **Operations**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Executive Director**

Revision Date: **January 2023**

POSITION SUMMARY:

The Executive Assistant provides excellent internal and external customer service in the delivery of wide-ranging administrative support to organizational leadership, finance, and programmatic staff of the Saint Louis MHB. This position is also responsible for the administration of employee benefits.

ESSENTIAL FUNCTIONS:

1. Planning

- Participates in MHB's formal planning processes

2. Operations

- Provides confidential administrative support to the Executive Director and Deputy Director including meeting coordination, events, calendar maintenance, correspondence, memoranda, and preparing general communications
- Provides administrative support to the Community Investment processes and other non-property tax operating grants
- Assists the Executive Director with communications and scheduling with Trustees on all matters related to Board recruitment, appointments, and onboarding
- Assists the Executive Director with communications and scheduling with Trustees on all matters related to Board Committee meetings, materials, meeting minutes, and Committee support
- Ensures files of MHB Board of Trustees' meeting agenda, approved resolutions, meeting minutes, are maintained electronically
- Facilitates general office supply ordering and maintenance
- Manages travel arrangements, conference attendance, and professional development/continuing education registration for all MHB staff

3. Human Resources

- Provides confidential administrative support to the Executive Director and Controller for the completion and periodic renewal and/or updating of MHB's employee benefits to include but not limited to:
 - Health, Dental & Vision Insurance
 - Short- and Long-Term Disability Insurance

- Life Insurance and Accidental Death & Dismemberment Insurance
 - Flexible Spending Plan
 - Assists Executive Director with confidential Human Resources duties and activities to include, but not limited to:
 - Employee Recruitment Process
 - Employee Onboarding & Deboarding Processes
 - Employee Timesheets and Time Trackers
 - Employee Annual Disclosure of Conflict of Interest
 - Performance Management and Performance Review Processes
4. Other duties as assigned by management

QUALIFICATIONS:

1. Associates degree in business administration or related field plus at least 4 years' experience in a business, corporate, government, or non-profit setting OR equivalent combination of education and experience
2. Initiative-taking and self-directed performer with the ability to use a consultative approach when appropriate.
3. History of working cooperatively and effectively with public officials and organizational personnel
4. Exceptional written and verbal communication skills
5. Proficient in MS Office, grant management, and finance/accounting software
6. Commitment to health equity and racial justice
7. Objective decision maker that does not include personal preference or bias in decisions
8. Excellent judgment and ability to handle confidential information
9. Valid driver's license
10. Reliable transportation allowing travel between locations when required
11. Independently mobile in a variety of locations and settings

SIGNATURE:

I have read and understand the job description for my position at the Saint Louis MHB. The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to an all-exhaustive list of all associated responsibilities, skills, efforts or working conditions. The Saint Louis MHB reserves the right to change, amend, add, delete, and otherwise assign all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.

Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

Today's date: _____

SAINT LOUIS MHB EMPLOYEE HANDBOOK

Pooled Sick Leave Bank to Augment Approved Short-Term Disability

Employees have the option to voluntarily donate any sick leave accrued prior to June 30, 2022, to create an MHB Pooled Sick Leave Bank. The Bank is available to any employee qualifying for a short-term disability claim, to supplement the difference between the short-term disability insurance payment and the employee's salary. Any accrued sick leave the employee does not contribute to the MHB Pooled Sick Leave Bank must be used prior to June 30, 2024, or the sick leave will be forfeited. This benefit will expire when all sick leave in the pooled bank has been exhausted.

Employees who have an approved short-term disability claim must use all remaining sick leave accrued before June 30, 2022, and saved for their own personal use, before accessing the MHB Pooled Sick Leave Bank. **Employees with an approved short-term disability claim should use all available PTO before accessing the Pooled Sick Leave Bank with the exception of 10 PTO days, which may be retained by the employee for use following the conclusion of their short-term disability leave.**

Holidays

The following eleven (11) paid holidays are observed by MHB:

New Year's Day	Labor Day
Martin Luther King, Jr's Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Day
Independence Day	

Upon hire, full-time employees are eligible for eleven (11) paid holidays in each calendar year. MHB reserves the right to schedule employees to work on any holiday to meet business and customer needs. Part-time and Temporary employees are eligible for paid Holidays on a pro-rata basis.

When a recognized holiday falls on a Saturday or Sunday, MHB may designate an alternate date upon which the holiday will be observed. Additionally, MHB may designate additional holidays and/or days when the office closes early, as well as modify the holiday schedule as deemed appropriate.

A list of the holidays for the year will be published and distributed annually at the beginning of each calendar year.

It is expected that employees are mindful of the demands of the organization and avoid impromptu, unscheduled days off. Paid holidays that fall during an employee's scheduled and approved PTO will not be counted against the individual's accrued PTO. Unscheduled time off before or after a holiday may not be approved or paid unless the holiday is taken as part of scheduled PTO, leave of absence, or otherwise approved in advance by the supervisor or Executive Director.