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CITY OF ST. LOUIS MENTAL HEALTH BOARD OF TRUSTEES (MHB) JOB DESCRIPTION

Job Title: **Program Director**

Department: **Program**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Deputy Director**

Revision Date: **January 2025**

POSITION SUMMARY:

The Program Director manages community investments that include but are not limited to behavioral health prevention; community-based mental health and substance use services for children, youth, and adults; early childhood services for children from birth to age 5; and violence prevention services, to facilitate the attainment of MHB's strategic goals. This position works closely with funded partners, in community, with peer funders, and the MHB Team to identify and support the implementation of short- and long-term strategies that increase the access, availability, quality of behavioral health, early childhood and prevention services; and address and reduce violence and trauma for St. Louis City residents.

ESSENTIAL FUNCTIONS:

1. Planning
 - Participates in and supports MHB planning processes including periodic needs assessments; strategic planning; organizational and individual work plans
2. Community Leadership and Involvement
 - Represents MHB at speaking engagements related to children, youth, and adult behavioral health and prevention services; and/or violence prevention, and/or early childhood services as approved by the Deputy Director
 - Develops trusting collaborative relationships with community coalitions, funded partners, city residents, government employees and elected leaders, and peer funders
3. Program Management
 - Maintains up-to-date knowledge of emerging issues related to prevention and behavioral health programs and services for children, youth, and adults; violence prevention; trauma-informed care; and/or early childhood education in the communities served by 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); and/or third-party funded

programs and services for which MHB serves as the grant recipient; and/or St. Louis Area Violence Prevention Commission (VPC) programs and services

- 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, and/or recipients of external VPC funding are monitored
- Reports any performance, financial management, or contract compliance issues to the Deputy Director for assigned funded partners
- Provides capacity-building support and technical assistance 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 partners, 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 that includes changes in MHB's community investment approach and grantmaking to reduce and/or eliminate disparities
- Implements all facets of the CCSF, CCSF—EC, CMHF, and VPC contracting processes for MHB's portfolio of projects for children, youth and adults, as assigned by the Deputy Director
- Identifies opportunities to optimize Community Investment policies, procedures, and processes in collaboration with other MHB team members to ensure continuous quality improvement

4. 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 4 years' experience in a non-profit or government setting
2. Knowledge of human services delivery systems, grant making, and contracting processes
3. History of working cooperatively and effectively with public officials and agency personnel
4. Exceptional written and verbal communication skills
5. Proficient in Microsoft Office Suite, grant management software, and various other software platforms
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 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 exhaustive list of all associated responsibilities, skills, efforts or working conditions. 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 organization.

Employee's name

Employee's signature

Manager's name

Manager's signature

Date: _____



SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Children's Services Project Director**

Department: **Program**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Deputy Director**

Revision Date: **September 2023**

POSITION SUMMARY:

The Children's Services Project Director 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. Community Leadership and Involvement
 - Develops trusting collaborative relationships with community coalitions, funded partners, city residents, and other funders
3. 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
 - Oversees MHB's portfolio of early childhood, out-of-school time, and other children's services projects as assigned by the Deputy Director
 - Provides community outreach/education about available funding and 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 grantees' 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

- Implements all facets of the Community Children’s Services Fund, Community Mental Health Fund and any relevant federal grant contracting processes for MHB’s portfolio of projects for children, youth and adults as assigned by the Deputy Director
- Identifies opportunities to optimize Community Investment policies, procedures, and processes in collaboration with other staff to ensure continuous quality improvement

4. 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 4 years’ experience in a non-profit or government setting
2. Knowledge of human services delivery systems, grant making, and contracting processes
3. History of working cooperatively and effectively with public officials and agency personnel
4. Exceptional written and verbal communication skills
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Employee’s name

Employee’s signature

Supervisor’s name

Supervisor’s signature

Today’s date: _____