



IDAHO DEPARTMENT OF
HEALTH & WELFARE

BRAD LITTLE – Governor
DAVE JEPPESEN – Director

ROSS EDMUNDS – Administrator
DIVISION OF BEHAVIORAL HEALTH
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IAP Deliverable:

Objective F:

1. Governance. The IGT will:

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c. Secure staffing and funding resources from IDHW necessary to do its work no later than July 1, 2022. Administrator(s) for IDHW will confirm in writing to Plaintiffs that this provision has been met.

IGT Executive Committee,

IDHW has approved a position request for a Project Coordinator. This position is part of the Division of Behavioral Health and will reside within the Strategy, Innovation, and Community Development Bureau's Children's Mental Health (CMH) program. The position will report to the CMH Program Manager. The Project Coordinator will, among other duties, support the coordination of the Interagency Governance Team (IGT) and its sub-committees by collaborating with both internal and external stakeholders on project implementation and outcome management, providing logistical support, distributing agendas, setting actionable items following a working meeting, providing reminders of assignments, and distributing minutes. The position will first be posted internally for interested applicants.

Respectfully,

Ross Edmunds

Administrator Division of Behavioral Health

PROJECT COORDINATOR – Children’s Mental Health (CMH)

Full time

DESCRIPTION:

Do you want to work within the Division of Behavioral Health on a cohesive team with a mission to improve the health of Idahoans? We are currently seeking a Project Coordinator to work in support of the Division’s strategy to implement the YES System of Care. The person who fills this position can be located anywhere in the state and has the option to hybrid telework between office and telework.

This full-time position offers a competitive benefits package including **excellent medical, dental and vision** insurance; **generous vacation and sick leave** accrual beginning as soon as you start; **11 paid holidays a year**; participation in one of the [Nation's best state retirement systems](#); multiple savings plans and optional 401K; life insurance; wellness programs; ongoing training opportunities; and more.

If you have previously applied for a Project Coordinator position and wish to be considered for the current vacancy, you must reapply under this announcement. Previous scores will not be used.

This Project Coordinator will be an employee of the Division of Behavioral Health’s Children’s Mental Health (CMH) Program within the Bureau of Strategy, Innovation and Community Development. The Project Coordinator will assist with the coordination of project peripheral to the Jeff D Settlement Agreement. This will entail collaboration with both internal and external stakeholders on project implementation and outcome management. This position will, among other duties, support the coordination of the Interagency Governance Team (IGT) and its sub-committees.

EXAMPLE OF DUTIES:

- Plans and coordinates program development projects
- Develops project goals, work plans, timelines, implementation strategies and plans
- Develops and implements strategies to encourage and obtain stakeholder and/or community support
- Collaborates with leadership to coordinate IGT oversight of the Agreement and implementation efforts.
- Serves as a vehicle for communication among parties
- Performs related work

MINIMUM QUALIFICATIONS:

- Experience Planning and implementing projects
- Experience interpreting and explaining specialized or complex material into information usable by the public
- Experience developing, promoting and gaining project support and engagement

ADDITIONAL QUALIFICATIONS

Additional Qualifications: Are not required; however, having the minimum qualifications and the experience and/or education below will increase your score.

1. **Knowledge of Jeff D. Settlement Agreement stakeholder groups.** Gained by at least one year of professional experience working with key stakeholders within the behavioral health care delivery system
2. **Experience providing logistical support to large meetings, recording outcomes, and setting actionable steps following a working session.** Gained by at least one year of experience working with groups in a professional setting

3. **Experience speaking before groups; writing/editing in a professional setting.** Gained by at least one year of experience working with stakeholders in a professional setting
4. **Experience interpreting and applying federal, state, and local laws and working with state and local government operations relating to Behavioral Health Projects.** Gained by one year of experience interpreting laws and operations in a behavioral Health setting
5. **Experience managing resources and resolving conflicts with community-based projects.** Gained by at least one year of experience working on a community-based project in a Behavioral Health setting