

Job Summary:

The job of Grant Coordinator – Behavioral Health Services was established for the purpose/s of planning, developing, and implementing the policies, regulations, guidelines, and procedures pertaining to grants awarded to the Tulare County Office of Education – Behavioral Health Services program areas; to serve as a resource to county personnel, site councils, and community members pertaining to the specially-funded program; to assist in the development, preparation and distribution of program information, and materials; to audit, monitor and review the special project budget control procedures and project compliance requirements; and to do other related functions as directed.

Essential Functions:

- x Aids in the planning, organization, and coordination of staff development workshops and a variety of other functions and activities for the purpose of providing outreach and training for staff, parents/caregivers, and community members.
- x Assists in planning, organizing, and coordinating program requirements for the purpose of fulfilling the goals and objectives of the grant.
- x Assists in the planning, organization, implementation, and oversight of data collection, project evaluation and assessment processes for the purpose of evaluation and monitoring outcomes.
- x Confers/Counsels/Advises with administrative and instructional personnel at partnership districts and school sites, as well as community based agencies and organizations, for the purpose of supporting implementation of grants and enhancing the mental wellness of students and families.
- x Performs a variety of communication and presentation functions for the purpose of furthering community understanding of the grant's purpose and its interface with supporting the mental wellness of students, staff, and families across Tulare County.
- x May perform appraisals and evaluation of project personnel for the purpose of ensuring program compliance and providing feedback, training and support.
- x Plans/Organizes/Develops specially-funded grant proposals for the purpose of securing funding to support the Behavioral Health Services program.
- x Pursues needs assessments and aids in the development of the goals and objectives for the purpose of responding to grant proposals.
- x Researches/Reviews/Seeks out private, state and federal funding sources for the purpose of securing ongoing financial support of Behavioral Health Services programs.
- x Reviews/Investigates/Offers recommendations pertaining to the requisition and purchase of special project materials and equipment for the purpose of ensuring grant compliance.
- x Serves as the liaison to county, state, and federal agencies responsible for special project guidelines for the purpose of ensuring compliance to procedures and funding requirements.

Skills, Knowledge and/or Abilities Required:

- x Skills to:
 - perform decision analysis and make decisions of considerable consequence;
 - apply and interpret data, facts, procedures, and policies;
 - communicate clearly, professionally, and frequently with school administrators, teachers, internal staff and members of the community to communicate information, data, and alternative problem solutions;
 - plan and coordinate programs;
 - communicate effectively, orally, and in writing;
 - gain cooperation through discussion;
- x Knowledge of:
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- subject matter commonly associated with Behavioral Health Services, particularly in the areas of social emotional learning, mental health and wellness, and trauma
- modern office procedures and equipment;
- research techniques, strategies, and procedures;
- proper English grammar, punctuation, and sentence structure;

x Ability to:

- provide specialized resource support in the coordination of creative and innovative programs and projects;
- analyze, evaluate and assess the programs;
- plan, organize and develop research and survey techniques;
- plan, organize and participate in the evaluation and assessment of the program;
- effectively serve as a resource to administrative and instructional personnel and community members concerning program;
- establish and maintain effective organization, community and public relationships;
- communicate effectively in oral and written English;
- understand and carry out oral and written directions with minimal supervisory control;
- conduct training and provide outreach activities to engage students, families, community members, as well as district and county staff
- evaluate staff for program purpose;
- meet deadlines;
- work a flexible schedule including evenings and weekends;
- travel in-county using own vehicle.

Responsibilities include: working under limited supervision following standardized practices and/or methods; Utilization of resources from