Tennessee AWARE

AWARE LEA Community Project Manager Job Qualifications

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Responsible for overseeing and managing all Project AWARE LEA grant activities.
* Responsible for leading, managing, and overseeing all aspects of implementing evidence-based prevention and early intervention programs.
* Identify members of the AWARE District Advisory Group to convene on a regular basis and participate as a member of the AWARE State Management Team (SMT).
* Design outreach and awareness raising campaigns to educate parents and youth about mental health issues.
* Implement early identification and referral systems and school and community-based targeted and intensive mental health interventions.
* Develop a Memorandum of Agreement (MOA) between the LEA and the identified local mental health agency to provide school-based mental health services.
* Implement proposed evaluation plan for outcome and performance measures and assimilate and submit all required forms, data, and reports in a timely fashion.
* Develop policies to support needed service system improvements.
* Develop an infrastructure that will increase the capacity to implement, sustain, and improve effective school mental health services when federal funding ends and identify how Project AWARE will link with existing cross system activities to enhance state and local prevention infrastructure.
* Participate in all required SAMHSA Project AWARE federal grantee meetings.

**QUALIFICATIONS:** Bachelor’s degree at a minimum in education, social work, psychology, or a related field. Master’s degree preferred. Must have a minimum of 5 years of full time professional educational work with a minimum of 2 years’ experience in supervisory, administrative or advisory work. Must possess experience in the field of mental health, education, substance abuse or criminal/juvenile justice.

**KNOWLEDGE AND SKILLS REQUIRED:** Knowledge in the field of mental health, education, substance abuse or criminal/juvenile justice as well as policy development. Proven skills in networking among a diverse group of agencies. Values prevention education and the development of systems for safe and supportive schools. Effective communication skills including writing and public speaking. Must be a self- starter with strong ability to problem solve, work independently, lead collaborative efforts, and motivate others. Must have strong project management background.

**SALARY/HOURS:** $4,800-$5,800 month – 37.5 hours week/12 months