

CIVIL SERVICE POSITION DESCRIPTION

INCUMBENT _____ CSN _____

CLASSIFICATION Program Coordinator DATE _____

WORKING TITLE BHWETC Hub Education Program Coordinator

DEPARTMENT Psychiatry

FUNCTION

This position is responsible for coordinating the development, implementation and evaluation of education programs for the Behavioral Health Workforce Education and Training Hub within the SIU SOM Department of Psychiatry. This position will staff a work group that identifies needed behavioral health programs, gaps in education resources, and creates new education programs to increase capacity in Illinois' behavioral health workforce.

ORGANIZATIONAL RELATIONSHIPS

The position reports to the Director of the SIU SOM BHWETC Hub who reports to the Chair of the SIU SOM Department of Psychiatry, who reports to the Dean and Provost of SIU School of Medicine.

DUTIES AND RESPONSIBILITIES

The following information is intended to be representative of the work to be performed by the incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; and continuous learning and improvement.

PROJECT MANAGEMENT 80%

- Serve as a project coordinator for BHWETC Hub education programs;
- Meet regularly with the Director of BHWETC Hub to identify BHWETC Hub educational needs, gaps in educational resources, and develop new educational programs with network partners;
- Meet regularly with external partners to develop, implement, and manage new programs and services;
- Provide regular reports to the Director of the BHWETC Hub and to the education work group members to assess program benchmarks and outcomes;
- Coordinate the execution of strategic initiatives for BHWETC Hub education programs, manage program timelines, schedules, and project outcomes;

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- Establish BHWETC Hub programs, identify the needs, assessments, gaps for the programs, assist teams in identifying topics, objectives, implementation and evaluations for programs;
- Participate in and schedule training for BHWETC Hub teams and other external partners;
- Manage BHWETC Hub programs, marketing, logistics, implementation, evaluation, and written reports;
- Maintain meeting schedules, implementation timelines, and project outcomes for BHWETC Hub education programs;
- Coordinate and manage activities related to specific grants and projects developed; and
- Other duties as assigned by supervisor.

ADMINISTRATION

20%

- Oversee the development of BHWETC Hub education programs;
- Manage Hub programs and the education work group activities;
- Complete reports and disseminate information for assigned projects or grants;
- Complete planning documents and reports for Director and Hub partners;
- Work with the BHWETC Hub Director and other SIU School of Medicine leaders regarding operational activities related to the BHWETC Hub programs;
- Participate in meetings, training, and other environmental, health, and safety activities as required by SIU School of Medicine.

KNOWLEDGE REQUIRED FOR THE JOB

- Sensitive to the needs of underrepresented minority populations;
- Experience in project management;
- Excellent oral and written communication, problem-solving, and interpersonal skills;
- Ability to work effectively as part of a team and lead teams;
- Experience working with academic programs;
- Ability to work strategically and collaboratively across offices or departments;
- Experience utilizing computer software programs, including Microsoft Word, Excel, Outlook and Eventbrite;
- Experience utilizing Zoom and virtual software programs;
- An understanding of a variety of health and social service concepts (including but not limited to community health, rural health infrastructure needs and development, including technology, transportation, communication, mental health, substance abuse, policy issues, etc.) and their application to rural health;
- Knowledge of research and evaluation methods, report writing, and professional publications; and
- Demonstrate ability to work independently and exercise judgment to manage projects.

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RESPONSIBILITY

Supervisory Control – the incumbent must be able to assume responsibility and work well without supervision. Must use own judgment in most circumstances and set priorities in carrying out duties.

Guidelines – the incumbent uses knowledge and expertise from prior work experience to perform the duties of this position. Applies knowledge of University policies and procedures; and interprets and applies policies and procedures of state and federal granting agencies or commissions.

MINIMUM QUALIFICATIONS

- Bachelor's degree; and
- Two years of experience in program management, program evaluation, needs assessments, community engagement and development, writing, program coordination, and/or group facilitation.

*Note: Master's Degree in an area consistent with duties of the position may be substituted for one (1 year) of work experience.

WORKING CONDITIONS/PHYSICAL DEMANDS

The incumbent must be able to work in a highly visible capacity. The incumbent must be adaptable to multiple interruptions and requests while maintaining a positive attitude. The work of this position is largely outreach related and external to the office setting.

ENVIRONMENTAL, HEALTH, AND SAFETY RESPONSIBILITIES

The incumbent participates in meetings, training, and other environmental, health, and safety activities required by the SIU School of Medicine.

Incumbent

Date

Reviewed by:

Immediate Supervisor

Date

Department Head

Date

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: Program Coordinator
 Position No. (If applicable): _____ Department: Psychiatry-SMS

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling			Less than 5 lbs.		<input type="radio"/>
Carrying			Less than 5 lbs.		<input type="radio"/>
Lifting			Less than 5 lbs.		<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature

Date

Supervisor Name

Employee Signature

Date