Job Title	Implementation Specialist
PVN ID	PH-1708-002044
Category	Research
Location	CUNY SCHOOL OF PUBLIC HEALTH & HEALTH POLICY
Department	HPM
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 13, 2017 (Or Until Filled)

General Description

Coordinates training and technical assistance projects related to Center for Innovation and Mental Health at CUNY SPH implementation, evaluation, and research projects.

- Works with partner agencies to assess training and technical assistance needs.
- Develops training materials in support of Center training initiatives and in line with partner needs.
- Coordinates trainings with Center staff and partner agencies, confirming details and developing agendas in advance.
- Identifies training gaps and proactively works to ensure continued development of training program
- Works with departmental managers on special projects as requested.
- Maintains files including attendance sheets and training reports for departmental administration.
- Provides direct patient care services in line with the role of mental health clinician.

Other Duties

- Collaborates in training new employees in routine processes;
- Follows protocols and accurately documents research findings and progress;
- Maintains confidentiality as required by the project or as directed by supervisors;
- Assists in designing measures, sampling techniques, and instruments to measure results;
- Follows protocols for gathering qualitative and/or quantitative data, coding data or information, constructing data bases using specified technology, analyzing data, maintaining data security, and archiving data as needed;
- Keeps accurate, well-organized records;
- Performs the duties of lower level positions as needed; performs other duties as assigned.

Qualifications

- Master's Degree in social work, psychology, or related field plus 2+ years' experience; NYS Clinical licensure as LMSW, LCSW, LMHC/LMFT, PsyD or PhD
- Computer literacy with proficiency in MS Word, Excel, and PowerPoint.
- Demonstrated organizational, interpersonal, oral and written communication skills and the ability to handle multiple assignments at any time
- Ability to generate, interpret and analyze data from multiple sources
- Ability to comprehend and act on assignments of varying complexity;
- Ability to handle multiple assignments of moderate complexity;
- Ability to communicate effectively with other researchers, supervisors, and any human subjects;