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| 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;