Program Assistant in Child and Adolescent Mental Health and Implementation Science

Summary
Judge Baker Children’s Center (JBCC), a Harvard Medical School Affiliate, is accepting applications for a full-time Program Assistant position in child and adolescent mental health and implementation science. JBCC is an established center of excellence for implementation, training, quality improvement, and service initiatives focused on improving behavioral health for children and adolescents. JBCC is also home to the Center for Effective Child Therapy; an outpatient direct service provider for children and adolescents, ages 2 – 19, which uses evidence-based treatments for some of the most common presenting problems including anxiety, depression, traumatic stress, and disruptive behavior.

As the Program Assistant for the Center for Effective Child Therapy, the successful applicant will provide a wide range of support services to the Program Director, Assistant Director, and Center clinician in addition to supporting client families seeking services. As the Program Assistant to the Department of Training, the successful applicant will assist the Director of Training in project activities related to the training of professionals in the mental health field. These trainees may include practicum students, interns, and postdoctoral fellows completing training programs at Judge Baker Children’s Center as well as community-based providers participating in one of Judge Baker Children’s Center’s Quality Care Initiatives. These Initiatives may include publically or private funded programs investigating the dissemination and implementation of evidence-based psychotherapy in surrounding community mental health centers. Individuals seeking experience in the mental health field and advising towards application to graduate school are strongly encouraged to apply. The successful applicant will spend approximately 60% time supporting the Center for Effective Child Therapy and 40% time supporting the Department of Training. A minimum two (2) year commitment is required for the position.

Essential Duties & Responsibilities:
- Conduct clinical phone interviews with new clients
- Provide office management services such as greeting visitors, processing payments, communicating with clients via phone and email to schedule appointments.
- Score assessment questionnaires
- Assist in writing portions of diagnostic assessment reports
- Supervise a team of undergraduate volunteers
- Attend weekly clinical supervision meetings
- Support clinical staff by managing confidential documents, preparing supplies and equipment for assessments and treatment sessions
- Provide support during training and other outreach events.
- Interface with community recruitment sites, including with clinicians and administrators
- Collect and managing databases from recruitment sites
- Prepare data for analysis
- Assist in drafting, editing, and submitting grants and progress reports
- Providing support during professional trainings.

Qualifications and Skills:
Candidates must meet all of the following requirements:
- A Bachelor’s degree (or foreign equivalent) in Clinical, Community, Counseling, School, or Educational Psychology from an accredited academic program.
- Excellent interpersonal, organizational and communication skills and be comfortable collaborating with a range of professionals from other fields.
- Strong project coordination skills.
- Ability to exercise mature judgment and discretion.
• Oral and written fluency in English

Strong applicants will have:
• A career interest in child mental health services.
• Experience with statistical analysis using SPSS for quality improvement or evaluation purposes.
• Experience using online database systems and/or survey tools.

Compensation
Compensation is competitive and based on experience. A generous benefits package is provided.

Our Organization
Our Organization Founded in 1917, Judge Baker Children’s Center is a Harvard Medical School affiliate with proven leadership in children’s behavioral health. Judge Baker’s mission is to promote the best possible mental health of children through the integration of research, intervention, training, and advocacy. For nearly 100 years, Judge Baker has been instrumental in creating a continuum of care that supports children's healthy development at the policy, systems, and practice levels. Our research, direct programs and services, training, and advocacy make Judge Baker a preeminent voice and active resource on issues of children's mental health. At Judge Baker, the practices created and tested today will become the best practices of tomorrow. Our programs help children and families chart their own best course for developmental, emotional, and intellectual well-being in community-based settings.

Judge Baker Children’s Center is dedicated to the achievement of equality of opportunity for all its employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, marital status, age, national origin, disability, veteran status or any other protected group status under federal, state or local law. Judge Baker Children’s Center is an Equal Opportunity/Affirmative Action Employer.

The preceding statements shall not be considered a detailed description of all the work requirements of the job. There may be other duties and responsibilities required to achieve the principal functions of the position and to advance the mission of Judge Baker Children’s Center.

Applications
Interested candidates should go to http://jbcc.harvard.edu/jobs and submit
• a cover letter specifically addressing your experience related to the job responsibilities above,
• a curriculum vitae,

Applicants should also have two (2) references letters emailed directly from your writer to training@jbcc.harvard.edu.

The position is contingent upon available funding.

Applications will be reviewed as they are received until the position is filled.