

**JOB DESCRIPTION**

**Job Title:** *Grant Coordinator - BHS (9868)*

**Job Summary:**

The job of Grant Coordinator – Behavioral Health Services was established for the purpose/s of planning, developing, and implementing the policies, regulations, guidelines, and procedures pertaining to grants awarded to the Tulare County Office of Education – Behavioral Health Services program areas; to serve as a resource to county personnel, site councils, and community members pertaining to the specially-funded program; to assist in the development, preparation and distribution of program information, and materials; to audit, monitor and review the special project budget control procedures and project compliance requirements; and to do other related functions as directed.

**Essential Functions:**

- Aids in the planning, organization, and coordination of staff development workshops and a variety of other functions and activities for the purpose of providing outreach and training for staff, parents/caregivers, and community members.
- Assists in planning, organizing, and coordinating program requirements for the purpose of fulfilling the goals and objectives of the grant.
- Assists in the planning, organization, implementation, and oversight of data collection, project evaluation and assessment processes for the purpose of evaluation and monitoring outcomes.
- Confers/Counsels/Advisees with administrative and instructional personnel at partnership districts and school sites, as well as community based agencies and organizations, for the purpose of supporting implementation of grants and enhancing the mental wellness of students and families.
- Performs a variety of communication and presentation functions for the purpose of furthering community understanding of the grant's purpose and its interface with supporting the mental wellness of students, staff, and families across Tulare County.
- May perform appraisals and evaluation of project personnel for the purpose of ensuring program compliance and providing feedback, training and support.
- Plans/Organizes/Develops specially-funded grant proposals for the purpose of securing funding to support the Behavioral Health Services program.
- Pursues needs assessments and aids in the development of the goals and objectives for the purpose of responding to grant proposals.
- Researches/Reviews/Seeks out private, state and federal funding sources for the purpose of securing ongoing financial support of Behavioral Health Services programs.
- Reviews/Investigates/Offers recommendations pertaining to the requisition and purchase of special project materials and equipment for the purpose of ensuring grant compliance.
- Serves as the liaison to county, state, and federal agencies responsible for special project guidelines for the purpose of ensuring compliance to procedures and funding requirements.

**Skills, Knowledge and/or Abilities Required:**

- **Skills to:**
  - perform decision analysis and make decisions of considerable consequence;
  - apply and interpret data, facts, procedures, and policies;
  - communicate clearly, professionally, and frequently with school administrators, teachers, internal staff and members of the community to communicate information, data, and alternative problem solutions;
  - plan and coordinate programs;
  - communicate effectively, orally, and in writing;
  - gain cooperation through discussion;
- **Knowledge of:**
  - grant sources, application preparation, monitoring and evaluation methods and re-application processes;
  - principles, goals and objectives of public education;
  - methods, techniques, procedures and strategies pertaining to the assessment and evaluation of the grant awards;
  - legal mandates, policies, regulations, and operational guidelines pertaining to the specially-funded programs and public school administrative processes;
  - county, state, and federal special funding sources and the trends pertaining to grant proposal development;

**JOB DESCRIPTION**

**Job Title:** *Grant Coordinator - BHS (9868)*

- subject matter commonly associated with Behavioral Health Services, particularly in the areas of social emotional learning, mental health and wellness, and trauma
- modern office procedures and equipment;
- research techniques, strategies, and procedures;
- proper English grammar, punctuation, and sentence structure;
  
- **Ability to:**
  - provide specialized resource support in the coordination of creative and innovative programs and projects;
  - analyze, evaluate and assess the programs;
  - plan, organize and develop research and survey techniques;
  - plan, organize and participate in the evaluation and assessment of the program;
  - effectively serve as a resource to administrative and instructional personnel and community members concerning program;
  - establish and maintain effective organization, community and public relationships;
  - communicate effectively in oral and written English;
  - understand and carry out oral and written directions with minimal supervisory control;
  - conduct training and provide outreach activities to engage students, families, community members, as well as district and county staff
  - evaluate staff for program purpose;
  - meet deadlines;
  - work a flexible schedule including evenings and weekends;
  - travel in-county using own vehicle.

Responsibilities include: working under limited supervision following standardized practices and/or methods; Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

- **Experience Required:**
  - Five (5) years of experience in grant administration, data analysis, and/or proposal development.
  - Five (5) years of experience providing services to students of various developmental disabilities, mental health diagnoses, and/or severe behavior problems in a home-based, center-based, educational, or social services setting, preferred.
  
- **Education Required:**
  - Bachelor's degree in job-related area, preferred.
  
- **Certificates, Licenses, Clearances, Testing and/or Bonding required:**
  - Valid California driver's license and proof of automobile insurance.
  - Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Exempt

June 2021

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.