

Sacramento County Office of Education Job Description

Classification Title: Project Specialist I, School-Based Mental Health and Wellness

Definition

Under general direction, as part of the Sacramento County Office of Education (SCOE) School-Based Mental Health and Wellness team, provides support in the execution of program-wide activities; provides technical assistance to school-based staff; performs other duties as assigned.

Directly Responsible To

Appropriate Administrator

Supervision Over

Technical and clerical personnel as assigned.

Duties and Responsibilities

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Supports the work of the department in: building relationships with internal and external partners, facilitating collective impact of those partners, creating and maintaining systems integrating the health and education sectors, and improving access to care for traditionally underserved and marginalized communities; acts as a liaison and assists in providing program support and technical assistance to school-based staff on the SCOE School-Based Mental Health and Wellness team; creates promotional materials for use in email campaigns, websites, publications, and social media; serves as point person on creating, maintaining, and disseminating program manual, detailing procedures and best practices; assists with management of program online presence; assists with creation of memorandums of understanding (MOUs) and data collection related to contract deliverables; disseminates information, provides technical assistance, and supports projects related to program activities, timelines, and evaluation; provides data and information to assist with the development of grant proposals; supports department outreach activities for school sites and community, business, and industry partners; assists internal teams in coordinating professional learning opportunities and events; organizes data and assists in identifying areas for staff training and professional development; assists in analyzing data and writing reports; maintains confidentiality of information related to students, families, caregivers, and providers; attends meetings and conferences as assigned.

Minimum Qualifications

Education, Training, and Experience

Any combination of education, training, and experience equivalent to possession of a bachelor's degree from an accredited college or university; progressive experience in planning, implementing, and monitoring projects with multiple partners; experience working in programs sponsored by educational or government agencies, community-based organizations, or organizations providing mental health services preferred.

Knowledge of

California public education and healthcare systems; applicable state and federal codes, laws, and regulations; social services or health care systems enrollment processes and procedures; principles of effective project management; standard clerical procedures, filing systems, and record-keeping tools; common document preparation techniques and software; standard software applications including videoconferencing platforms, online databases and basic principles of social media.

Skill and Ability to

Plan and implement processes to support state and county mental health and educational programs; communicate effectively in both oral and written form with individuals from various cultural and socioeconomic backgrounds; work independently with minimal supervision; prepare clear and concise

written communications and make oral presentations to individuals and groups; engage individuals in group collaboration and team participation; organize, track, and retrieve data and create reports; react with flexibility and sensitivity to changing situations, settings, and needs; organize and prioritize work; effectively deliver and carry out written and oral instructions; establish and maintain cooperative, collaborative, and effective working relationships with team and external partners.

Other Characteristics

Possession of a valid California driver's license and willingness to travel locally using own transportation to conduct work assignments.

Approved by the Personnel Commission on 5/9/2023