Job Announcement: Clinical Program Coordinator
Anticipated Start Date: July 5, 2022

**JOB TITLE:** Clinical Program Coordinator  
**DATE:** May 2022

**REPORTING:** Director of Systems Advancement  
**STATUS:** Full-time, exempt

**OVERVIEW:**
Scientific research has shown that our brains develop at a rapid pace in the earliest years of life. Positive relationships with adults during this critical time have a profound impact on brain development, providing the support and stability necessary for long-term health and well-being.

The Association of Infant Mental Health in Tennessee (AIMHiTN) concentrates on prenatal care to the child’s sixth birthday by delivering education, training, and resources to assist caregivers, educators, healthcare providers, and other professionals in their everyday interactions with infants, young children, and their families. By focusing on early relational health, AIMHiTN contributes to healthy communities and a productive workforce for generations to come.

AIMHiTN is committed to deepening conversations and promoting reflection and action to address ongoing bias, structural racism, and racial violence that impacts the health and well-being of all little ones and their families. We seek to intentionally examine the ways that we contribute to the continuation or dismantling of racial trauma and structural oppression. We seek to create an environment where diversity, equity, and inclusion are embedded in every aspect of our organization and service to the IECMH community and for every infant, young child, family, their community to feel that they belong.

The Clinical Program Coordinator will provide direct Technical Assistance and Training around Endorsement. This position will also provide support in the promotion of Endorsement® among the infant and early childhood workforce.

**TO APPLY:** send a resume and cover letter along with a paragraph addressing the questions “How have you engaged in creating and sustaining programs? How would you envision supporting programs with a focus on IECMH clinical training supports.” Please also include a 1–3-page professional writing sample to Kristin Dunn at kristind@aimhitn.org by close of business May 30th, 2022.

**GENERAL SUMMARY:**

The Clinical Program Coordinator will be responsible for:

1. Providing and coordinating AIMHiTN’s training and efforts related to developing IECMH clinical workforce capacity, including support for the Tennessee First Five Training Institute (TFFTI)
2. Providing technical assistance for requests related clinical IEMCH needs and resource referral
3. Supporting operations and outreach for the Tennessee First Five Training Institute
ESSENTIAL FUNCTIONS:

Program Activities:

➢ Provide administrative support related to TFFTI
➢ Support Endorsement® activities for professionals engaged in TFFTI
➢ The Clinical Program Coordinator will support staff and consultants whose primary role is supporting TFFTI candidates/participants by:
  • Providing outreach and education to mental health organizations across the state
  • Providing support and technical assistance to mental health organizations and their staff applying for or participating in TFFTI
  • Coordinating administrative components of TFFTI
  • Acting as the primary point of contact for the project

QUALIFICATIONS AND CHARACTERISTICS

➢ Master’s degree with 3-5 years’ experience, in human services, social work, early childhood, or related field with significant program development experience
➢ Understanding of characteristics, service needs, and programming for target population
➢ Exposure to clinical education or training
➢ Understanding of training needs target population
➢ Effective leadership skills, experience in working in collaborative environments, excellent communication skills
➢ Minimum of three years’ experience in infant and early childhood mental health (social and emotional development and/or clinical)
➢ Hold or qualify for IMH Endorsement®
➢ Knowledge and/or experience in early childhood systems working with infants, toddlers, and young children
➢ Familiarity with result-based accountability practices (data collecting, surveying, etc.)
➢ Excellent coaching, teaching, and instruction skills
➢ Excellent public speaking and writing skills
➢ Detail-oriented and strong organizational skills
➢ Ability to coordinate and prioritize multiple sources and types of information
➢ High degree of comfort and competency in using MS Office Suite, and Outlook

SUPERVISION:

➢ This position is supervised by the Director of Systems Advancement.
➢ This position does not have supervisory responsibilities.

WORKING CONDITIONS:

➢ This position will be remotely based from any location within Tennessee. In-person presence for regular staff meetings and other responsibilities is required.
GENERAL INFORMATION:
AIMHiTN encourages applicants of all races, cultural heritage, sexual identification, gender orientation, and of all abilities to apply.

Required: willingness to travel within the state as needed and requested; valid driver’s license and insurance or reliable transportation support required.

In accordance with the Americans with Disabilities Act, the above is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job.

Compensation: The base salary for this position is $45,000 FTE annual salary and is commensurate with experience and education.

The Clinical Program Coordinator is evaluated annually through a process developed by the Director of Systems Advancement.

Benefits include health, vision, and dental insurance and a monthly cell phone/internet coverage stipend of $150. In the absence of an employer-sponsored retirement program, employees will receive a 5% retirement stipend included in the staff’s bi-weekly payroll direct deposit. Additional benefits include 1.5 days of paid leave per month (or the number of days established in the current Policy and Procedures Manual, whichever is greater) – annual leave can be carried over from one calendar year to the next and accumulated up to a maximum of 10 days; sick leave at the rate of one day per month - sick leave can be carried over from one calendar year to the next and accumulated up to a maximum of 45 days; up to 3 days paid leave for a family death; 10 paid holidays, self-selected by staff with an additional winter respite holiday from December 25th through January 1st.

All offers of employment and continued employment are contingent upon availability of funding.

Signed:

__________________________  __________________________
Endorsement® Specialist     Director of Systems Advancement

__________________________  __________________________
Date                      Date