JOB ANNOUNCEMENT:

Community Liaison AIMHiTN
(2 Positions—Southeast/South Central and East/Upper East)
Anticipated Start Date: July 5, 2022

JOB TITLE: Community Liaison
DATE: May 2022
REPORTING: Director of Belonging
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 is 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.

AIMHiTN is seeking someone to provide programmatic oversight for the Association of Infant Mental Health in Tennessee (AIMHiTN) in the area of Community Engagement to ensure effective partnership with stakeholders across agencies and disciplines to support the mission and vision of AIMHiTN. This position requires expertise in relationship building as well as training and technical assistance. This professional must be a creative, critical thinker with strong attention to detail. Bilingual abilities are a plus.

TO APPLY: send a resume, cover letter addressing the question “How do you envision building and expanding relationships in communities throughout Tennessee to allow for programmatic growth and sustainability?” and a 1-3 page professional writing sample to Keena Friday Gilbert keenafg@aimhitn.org by close of business May 30th, 2022.

GENERAL SUMMARY:
The Community Liaison will be responsible for:

1. Building relationships with all stakeholders in the IECMH community
2. Promoting and Coordinating membership in AIMHiTN.
3. Promoting, coordinating, and organizing AIMHiTN awareness events throughout the state of Tennessee. Providing outreach and information to professionals and agencies about infant and early childhood mental health, Infant Mental Health Endorsement® and the Infant Mental Health competencies®

4. Coordinating and maintaining updates of available IECMH services and programs across the promotion, prevention, intervention, and treatment spectrum.

**ESSENTIAL FUNCTIONS:**

**Program Activities:**

- Educate, network, and represent AIMHiTN at community stakeholder events
- Present in front of groups of diverse stakeholders and tailor presentations to diverse audiences
- Maintain, Promote, and Expand AIMHiTN Membership
- Maintain documentation to successfully chronicle the progress of our community engagement efforts
- Ensure that all community engagement data is accurately entered into the required documentation system
- Responsible for generating monthly, quarterly, and annual data reports for submission to AIMHiTN Leadership team in a timely manner
- Operate as the primary contact person for all community engagement matters and keeping the Program Director informed of requests
- Work with the Director of Belonging and other AIMHiTN staff to identify opportunities to promote or improve community outreach efforts to develop strategic plans and action steps to reach both short and long-term agency goals
- Create strategic partnerships by identifying and engaging diverse groups of stakeholders to advance the agency mission and vision
- Implement shared initiatives by working inclusively with individuals, networks, and organizations
- Research grant opportunities and communicate potential funding sources to the AIMHiTN Leadership Team
  - Assist in development of successful proposals

**QUALIFICATIONS AND CHARACTERISTICS:**

- Master’s degree with 3-5 years’ experience preferred, minimum bachelor’s degree with 5-7 years’ experience required, in human services, social work, early childhood, or related field with significant program development or community engagement experience.
- Understanding of characteristics, service needs, and programming for target population
- Culturally astute: Understands, communicates, and works effectively and respectfully across demographical, socio-economic, and all other diverse cultures
- Knowledge of Infant and Early Childhood Mental Health Endorsement®
- Understanding of engaging the early childhood education and infant and early childhood mental health professional populations
- Effective leadership skills, experience in working in collaborative environments, excellent communication skills
➢ Proficient in independent work environments
➢ Knowledge of Infant and Early Childhood Mental Health (social emotional development)
➢ Minimum of three years’ experience in community engagement and organizing events
➢ Hold or achieve IMH Endorsement® within the allotted time frame at the Infant Family Associate (IFA) category or above
➢ Knowledge and/or experience in multiple systems working with infants, toddlers, and young children (i.e., early intervention, childcare, early education, Head Start/Early Head Start, child welfare, home visiting, mental health)
➢ Familiarity with results-based accountability practices (data collecting, surveying, etc.)
➢ Excellent speaking, communication, writing, and relationship building 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, Outlook, listserv, and social media

SUPervision:

• This position is supervised by the Director of Belonging.
• 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 $38,000 FTE annual salary. Salary is commensurate upon experience and education.

The Community Liaison is evaluated annually through a process developed by the Director of Belonging.

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:

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Community Liaison            Director of Belonging

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Date                        Date