

## **Integration of Schools and Mental Health Systems**

### **Building Coordinator Job Description for Baldwin School District**

A Community Systems Integration Overview: The foremost goal of this joint venture is the promotion of a collaborative and public health approach to meeting children's mental health needs by:

- enabling schools to improve their approaches and outcomes by increasing linkages to the Community Mental Health Center and Juvenile Justice Authority, as outlined by grant requirements
- improving professional training
- accelerating and increasing the development and translation of evidence-based research into practice

A. Responsibilities and Duties: The primary responsibility of the Baldwin District Integration Building Coordinator will be to act as a liaison and key team member for working with Integration Partners for the purpose of: leading building/agency change efforts; creating readiness and motivation for collaboration; and developing policy changes to support effective linkages. Specific responsibilities and duties include:

1. Work closely with the Grant Project Director and other Partners in the grant to achieve the goals of the grant.
2. Publicize the goals and purpose of the grant among the staff in your designated building(s) and community to make them visible and well-known.
3. Disseminate project information and progress to staff in your designated building(s).
4. Work closely with administrator(s) in your designated building(s) to help them understand the goals of the grant, your role in achieving those goals, and the benefits to you, your school staff and students, and community.
5. Gather data to be used at planning meetings and for grant reports (includes resource mapping, staff surveys, etc.).
6. Attend all planning meetings (approx. every other week) for the purpose of:
  - a. developing procedures and protocol for linkages to outside mental health providers for consultation, referrals, and/or other services
  - b. developing procedures and protocol for linkages to juvenile justice system for the purpose of transitioning students
  - c. evaluating and refining crisis response plans in context with these linkages
  - d. bringing in and evaluating data gathered and input from building staff (surveys, etc.)
  - e. developing messages and procedures for publicizing grant goals and progress
  - f. providing data and input about the types of trainings that will be helpful both to mental health staff and educational staff to achieve grant goals
  - g. periodically evaluating our progress toward meeting grant goals
  - h. making recommendations to the District/Superintendent about the protocols, linkages, and services to be included in the Final Interagency Agreement.
7. Attend all trainings and in-service opportunities provided through the grant

8. Publicize and encourage attendance of relevant staff to the various trainings and in-service opportunities developed and provided through the grant.
9. Invite and ensure that parents and other community members participate in appropriate planning meetings to achieve community support and ecological procedures.
10. Develop building-based procedures for recognizing, intervening and referring mental health issues, including
  - policies and procedures that would ensure appropriate parental or caregiver consent for any planned services, pursuant to state or local laws or other requirements
11. Attend the School Board meeting at which the grant is discussed to provide perspective, answer questions, etc.
12. Help advocate solutions to any barriers that may arise in meeting grant goals.
13. Other liaison duties as arise in the context of reaching our goals.
14. Make final recommendations to the District/Superintendent about the protocols, linkages, and services to be included in the Final Interagency Agreement.
15. Submit necessary reports and sign in at meetings and trainings in order to receive Building Coordinator Stipend.

B. Accountability: The Baldwin District Integration Building Coordinator is accountable to the Superintendent, who is a signatory to the grant and responsible for meeting grant goals and establishing a Final Interagency Agreement. All necessary reports and meeting attendance verifications for receiving Stipend will be provided to the Integration Project Director or her/his designee.

C. Qualifications: The Baldwin District Integration Building Coordinator position requires:

1. Employed mental health personnel in the District or via the East Central Kansas Cooperative.
2. experience in working with a multi-disciplinary team
3. experience in clinical interventions with children and families
4. experience in working with school personnel and in school settings
5. experience with creating and maintaining systems change
6. computer experience and basic computer fluency
7. an ability to work independently and in cooperation with others
8. strong organizational skills
9. strong oral and written communication skills
10. strong interpersonal skills in working with diverse populations
11. flexibility in assigned work hours
12. a commitment to public health approaches, community collaboration, and client empowerment