
Job Description

Title: FYSPRT Program Coordinator (Family, Youth, System Partner, Round Table)

Reports to: Program Director

Position Summary: The FYSPRT Program Coordinator is responsible for working with the Program Director and the Children Services Coordinator for the Salish Behavioral Health Organization (BHO) to coordinate and implement the FYSPRT contract deliverables for Kitsap, Jefferson, and Clallam Counties.

Job Responsibilities:

Development and Outreach:

- Work with Program Director and Children Services Coordinator for Salish BHO to establish outreach strategies to stakeholders, partners, families, and youth to support the accomplishment of program goals and objectives
- Work with Program Director and Children Services Coordinator to ensure that all members of the Regional FYSPRT are engaged as full partners within the work of the Regional FYSPRT and are included in all aspects of the development, implementation, and evaluation of the Regional FYSPRT.
- Establish, maintain and develop ongoing relationships, partnerships and collaborations in the mental health, recovery, medical and professional communities providing services to families accessing services through the Salish BHO
- Provide timely responses to requests for information (usually not longer than 5 working days from the time the request is received)
- Work with Program Director and Children Services Coordinator to outreach to family and youth to establish regional and local leadership teams (Tri-Leads)
- Support leadership teams at the Statewide FYSPRT, training, and technical assistance meetings or events as requested by the Department of Behavioral Health and Recovery (DBHR)
- Assist with ongoing communication to inform families and other partners and assures the dissemination of information in a timely and cost-effective manner (e.g. website, Facebook, Twitter, flyers, etc.)

Local and Regional meetings:

- Work with Children Services Coordinator, local stakeholders, families and youth to establish regular regional and local FYSPRT meetings.
- Work with Program Director and Children Services Coordinator to develop a process for application to provide travel, and other meeting support (e.g., mileage/public transit reimbursement, onsite child care), to FYSPRT members wanting to attend FYSPRT related meetings and activities.
- Coordinate family-to-professional partnerships at regional and local levels and work with established family and youth support organizations to develop leadership building opportunities for both families and youth.
- Identify opportunities to partner with other agencies to provide inclusive, enriching events

Program Evaluation:

- Assists with evaluating the program, its deliverables, performance and outcomes on a timely basis.
- Assist with reports from development, review and submission on a timely basis per the
- Develop partnerships to identify needs, provide/develop and/or recommend training

Job Requirements for all Staff:

- Maintain confidentiality of families and other staff members.
- Be prompt in arriving at work site, meetings, and workshops.
- Submit accurate time sheets at the end of each pay period.
- Attend and participate in staff meetings as scheduled.
- Maintain individual office space.
- Enter your schedule on the Shared Calendar in Outlook regularly.
- Assist other staff throughout the office in meeting timelines.
- Perform share of general office maintenance.
- Serve as host or hostess if needed.
- Other duties as assigned.

The job description covers major job requirements and is not meant to be the only source for what activities the Program Coordinator might be expected to assist with. There may be other duties as assigned. This position requires interaction with administrative staff and the public. The job description and activities outlined herein do not constitute a contract nor does it remove PAVE's at-will employment.