

2019 PROGRAM SPECIFICATION
Professional Services Group

PROGRAM #: 509

STANDARD PROGRAM: Healthier Wisconsin Partnership Program

TARGET POP: Youth

YEAR: 2019

UNITS: Actuals

CLIENTS: N/A

ALLOCATION: TBD

UNIT DEFINITION: Actual Expenses

GEOGRAPHICAL AREA TO BE SERVED: Racine County

DAYS/HRS OF SERVICE AVAILABILITY: Monday – Friday 8:00am – 5:00pm

MINIMUM STANDARDS:

Provider must agree to comply with the following terms and conditions:

- Standard contract language
- Certification standards where applicable
- Fiscal and program reporting criteria
- Allowable Cost Policy
- Audit criteria
- Policies and procedures as defined in Racine County Human Services Department Contract Administration Manual
- Maintain adequate liability coverage
- Recognize that authorization for services is approved by Racine County Human Services Department.
- All informational materials (program descriptions, brochures, posters, etc.) must identify it as a RCHSD program through the use of a standardized RCHSD format provided by Racine County.
- The program must be identified as a RCHSD program in all public presentations and media contacts/interviews.
- Civil Rights/Affirmative Action Policies
- Fair Labor Standards Act
- Criminal and Caregiver background checks, drug screening, driver's license checks for all staff working within the project scope.

PROGRAM DESCRIPTION:

Vendor will provide one (1) FTE staff designated as the Project Coordinator and (0.5) FTE as Program Associate.

PROGRAM SUMMARY:

The Project Coordinator is responsible for the coordination of the HWPP grant in regards to the planning and implementation of new programming as it relates to Children's Mental Health services and programming within Racine County. The Project Coordinator interacts regularly with the Children's Mental Health Collaborative to external audiences, promoting collaboration and communication between the Project and the Collaborative member organizations, and facilitates forward progress and key agreements within the County.

PROGRAM OBJECTIVES:

1. Attend all HWPP Project meetings, completing all assigned work, noting progress and direction of the Project.
2. Report progress, issues and concerns to the Manager of the Youth and Family Division, the Leadership Council and the Collaborative on a monthly basis.
3. Participate in Collaborative meetings including critical discussions and relevant presentations as new and promising projects, programs, and grants develop.
4. Support planning and implementation of the community solutions and recommendations that are identified by the Project and the Collaborative.
5. Implement external communication activities to raise awareness about children's mental health issues in Racine, promote solutions, manage Collaborative website and send updates to supporters.
6. Promote community events, forums, research and articles that may be of interest to Collaborative members and the general public.
7. Coordinate the evaluation process of all implemented solutions and overall Project impact. Collect, analyze, and report on evaluation data on each identified solution as well as on the Project's progress on their long-term goals.

PRINCIPAL ACCOUNTABILITIES AND ESSENTIAL FUNCTIONS OF THE JOB:

1. Participate in all meetings for the HWPP.
2. Participate in all meetings of the Racine Collaborative for Children's Mental Health.
3. Ensure that all reporting requirements of grants are met including the development and submittal of any reports as required.
4. Establish and maintain a working relationship with the Collaborative members, community members, agencies, and area business leaders.
5. Direct the work of support staff (as available through Racine County Human Services Department).
6. Present reports to the Y & F Manager, the Project Leadership Council and the Collaborative as requested.
7. Other duties as assigned by the Y & F Manager and the Project Leadership Council.

EDUCATION LEVEL AND EXPERIENCE:

Project Coordinator: Master Degree in Social Work, Psychology, or other related field preferred. Consideration will be given to a candidate with a Bachelor Degree with five or more years of relevant work experience. The following experience is required for this role:

1. Must demonstrate an ability to lead diverse groups in a culturally competent manner.
2. Must demonstrate an ability to research, write and implement grants.
3. Must have an ability to manage multiple projects and competing priorities
4. Must demonstrate an understanding of project evaluation, process and outcome evaluation.
5. Must have the ability to work flexible schedule including evenings and weekends.
6. Must have a valid driver's license and reliable transportation

EVALUATION OUTCOMES:

1. 100% of the time, the positions funded through this contract will be filled with effective staff.
2. The Provider, as the employing entity, will support the compliance of RCDKSC and WDC policies and procedures by their staff.
3. Adhere to all reporting requirements

REPORTING REQUIREMENTS:

Client demographics must be tracked using the database provided by RCHSD. Demographics to be tracked include race, ethnicity, gender, age, the referral, start and end dates, census tracking, zip code and the marital status of the head of household as well as SACWIS individual and family identifiers. This report should also include the total served in the program to date.

Quarterly Evaluation Outcome and Demographic Reports reflecting the aforementioned criteria must be provided no later than 4/15/19, 7/15/19 and 10/15/19 to Racine County HSD Contract Compliance Monitor.

Annual Evaluation Outcome and Demographic Reports must be submitted to Racine County HSD Contract Compliance Monitor by 2/1/20.