



Our Mission:

Empowering people to discover their directions for life in a changing world.

Early Childhood Project Coordinator

Southeastern Directions for Life has an immediate opening for a part time Therapist/part time Early Childhood Project Coordinator at the Summit location. Schedule is Monday-Friday; varied hours, expected to be flexible to meet the needs of families. Will include some evenings.

QUALIFICATIONS: Master's Degree in a helping profession; licensure preferred with interest in Registered Play Therapy. Experience in delivery of clinical mental health services to children and families required. Must have a valid driver's license, car insurance and good driving record.

JOB SUMMARY: The Early Childhood Project Coordinator will work in collaboration with the Clinical Project Director to ensure that the overall functioning of the Infant Early Childhood Mental Health Collaborative SAMSHA Grant project goals and objectives are met. Oversees delivery of play based therapy, provides education and support to individuals, families, communities, and provides individual and group based therapy. Collects and gathers data related to the Early Childhood SAMSHA Grant and assists in the development of the End-of-Year Report and Continuation annually, as required by SAMSHA. Reviews budget as necessary and coordinates team meetings. The Project Coordinator remains up to date on training for DC:05, SAMSHA grant webinars, and IRB requirements for evaluation.

ESSENTIAL JOB FUNCTIONS: Essential job functions include but are not limited to:

Professional Integrity and Growth:

Essential Job Functions: General

1. Perform in accordance with the policies and procedures of Southeastern Directions for Life.
2. Administer all aspect of position using good judgment and sound reasoning based on education and experience.
3. Participate in staff development activities to enhance professional skills and growth.
4. Maintain confidentiality.
5. Maintain a valid driver's license and a good driving record so as not to put Southeastern Directions for Life insurance in jeopardy.
6. Maintain positive rapport with staff and individuals within the agency.
7. Perform in accordance with the Core Values of the agency.
8. Complete necessary paperwork accurately and on time.

Please email resume and/or application to: hr@southeasternbh.org

Equal Employment Opportunity/Affirmative Action Employer Minority/Female/Disability/Veteran