



POSITION DESCRIPTION

ORGANIZATIONAL ROLE: Content and Trainings Manager (Mental Health)

DEPARTMENT: Healthy and Ready to Learn

REPORTING RELATIONSHIPS: Reports to Director, Healthy and Ready to Learn

ABOUT CHILDREN'S HEALTH FUND:

Children's Health Fund is committed to ensuring access to high-quality healthcare for children and youth living in this country's most under-resourced communities. We do this through the development and support of innovative, comprehensive primary care programs; reducing the impact of public health crises - like the coronavirus; and the promotion of health and wellbeing. Our two major initiatives are the National Network and Healthy and Ready to Learn. The National Network comprises 25 pediatric clinical programs we support that bring comprehensive primary care directly to children and youth where they live, learn, and gather. Healthy and Ready to Learn partners with NYC public elementary schools to improve their school climate, through technical assistance, professional development workshops, the Resource and Training Center website, and school-based interventions.

POSITION OVERVIEW:

The Healthy and Ready to Learn Initiative was developed by the Children's Health Fund to address health issues that impact student learning and attendance. Since 2014, we have partnered with NYC elementary schools to implement a comprehensive school-based model that provides the school community with health services, education, resources and protocols. We address health needs rooted in social, racial, and economic inequities by creating relevant content that builds the capacity in the school community. Our program has expanded to include technical assistance, training, this online resource and training center, and local and national advocacy.

Through our program we:

- Support student success by increasing access to health resources, implementing trauma sensitivity strategies, and building positive attendance culture.
- Promote a three-tiered approach and develop resources that empower families and practitioners in their homes and schools.
- Facilitate the important communication and collaboration between the health and education sectors.
- Partner with communities using an approach that is 1) strengths-based 2) whole-family oriented 3) equity-focused 4) trauma-sensitive, and 5) data-driven

COVID-19 has had a tremendous impact on the NYC families and has further compounded the trauma experienced by families living in underinvested communities. This year, our program is committed to supporting trauma sensitivity in schools in an effort to ensure that students, staff, and families are receiving the support necessary. **This position will have a particular focus on mental health and**

trauma. We are looking for an individual who is committed to centering the school community's needs and can form trusting relationships with our partners.

The Content and Training Manager will work across the Healthy and Ready to Learn team to create, optimize and extend materials and resources available on www.healthyandreadytolearn.org and our live training series focused on school health and trauma-sensitivity.

PRINCIPAL ACCOUNTABILITIES:

Online Materials

- Manage all Healthy and Ready to Learn (HRL) web content; including copy, images, and promotional content for website optimization and dissemination.
- Manage and contribute to new content development and review in line with existing processes.
- Collaborate with the CHF Programs Team team to build an annual content calendar in response to ongoing needs of program and partners.

Training Development

- Develop and adapt training materials to promote health access through school health using a trauma-sensitive and anti-racist lens.
- Manage tailoring of training for Healthy and Ready to Learn partners (school/district leadership, educators, CBOs, and city agencies).
- Support strategic alignment and management of trainings across Healthy and Ready to Learn and Children's Health Fund programs.
- Deliver trainings to teachers, parents, school staff, and other stakeholders served by the Resource and Training Center.
- Collaborate with Research, Evaluation, and Learning team on creation and monitoring of training evaluation and data collection.
- Collaborate with Programs Team in strategic planning and other team-led initiatives.
- Other responsibilities as assigned.

Proactively participate in anti-racism work

- Support team efforts to build equity-empowered evaluation projects
- Actively engage in ongoing, organization wide anti-racism work

QUALIFICATIONS:

- Commitment to and excitement about Children's Health Fund and Healthy and Ready to Learn missions, values and activities.
- MSW or Master's Degree with mental health specialization strongly preferred.
- 3-5 years of work experience related to the intersection of health and education.
- 3-5 years of work experience in content or training development.
- Deep understanding of childhood and adolescent mental health and trauma.
- Understanding of health literacy and plain language guidelines.
- Experience with online content management.
- Comfort in delivering training in a [second language](#) preferred.
- The ability to communicate effectively with diverse partners including school administrators, health care providers, teachers, community-based organizations, young children, and parents.
- Exceptional organizational skills; demonstrated ability to manage multiple projects and priorities; and ability to work both independently and as part of a multi-disciplinary team.

LOCATION:

Children's Health Fund provides a hybrid onsite/remote work environment. This role must be based in the New York City metropolitan area in order to attend ~1-2 weekly scheduled training at NYC locations or required meetings at CHF headquarters.

ADDITIONAL INFORMATION:

The Children's Health Fund is an Equal Opportunity Employer and is committed to maintaining a diverse and inclusive work environment.

Commensurate with experience. The Children's Health Fund offers an excellent benefits package.

This role is grant-funded through June 2021 with possibility to extend funding.

HOW TO APPLY:

If interested, please send your resume and cover letter to resumes@chfund.org.

No phone calls, please.

For further information on our programs, please visit our website www.childrenshealthfund.org and check out the Healthy and Ready to Learn Resource and Training Center website, www.hrl.nyc.