



## Position Description

<b>Organizational Role:</b>	<b>Content and Trainings Manager (Early Childhood Mental Health),</b>
<b>Department:</b>	<b>Healthy and Ready to Learn</b>
<b>Reporting Relationships:</b>	<b>Reports to Healthy and Ready to Learn Director</b>

Children's Health Fund (CHF) is committed to creating a diverse environment and is proud to be an equal opportunity employer. We value unique experiences and perspectives and believe our differences enrich the organization and enable us to confidently fulfill our mission. We strive to create a work environment that is inclusive, equitable, and welcoming. We encourage qualified candidates to apply regardless of identity characteristics.

If you are passionate about the work and our mission, if you strive for excellence, if you are smart and good at what you do, we celebrate you as you are.

## Position Overview:

CHF's Healthy and Ready to Learn (HRL) program is seeking a Content and Trainings Manager with clinical mental health experience to support existing program activities and update, develop, and adopt website and training content from school-age to early childhood.

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 New York City 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, an online resource and training center, and local and national advocacy. The HRL program is in the process of adapting its model to support work in CHF's National Network of 26 clinical programs. The Content and Trainings Manager will play an important role in this transition.

Through our program we:

- Support student success by increasing access to health resources, implementing trauma sensitivity strategies, and building positive school environment.
- 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 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, trauma, and early childhood.** 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 HRL team to create, optimize and extend materials and resources available on [www.healthyandreadytolearn.org](http://www.healthyandreadytolearn.org) and our live training series focused on school health and trauma-sensitivity. They will work to adopt existing materials for early childhood.

## 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. This includes adapting existing trainings and materials for early childhood.
- Collaborate with the CHF Programs 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, community-based organizations (CBOs), early learning organizations and city agencies).
- Support strategic alignment and management of trainings across Healthy and Ready to Learn and Children's Health Fund programs, including adapting trainings for a CHF National Network audience.
- Deliver trainings to teachers, parents, school staff, and other stakeholders served by the Resource and Training Center.
- Collaborate with the Research, Evaluation, and Learning team on creation and monitoring of training evaluation and data collection.
- Collaborate with the National Network 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

## Position Requirements:

- Commitment to and excitement about CHF and HRL missions, values, and activities.
- Master of Social Work (MSW) or master's degree with clinical mental health specialization strongly preferred.
- Three to five years of work experience related to the intersection of health and education.
- Three to five years of work experience in content or training development.
- Deep understanding of childhood and adolescent mental health and trauma.

- Experience with early childhood education preferred.
- Understanding of health literacy and plain language guidelines.
- Experience with online content management.
- The ability to communicate effectively with diverse partners including school administrators, healthcare providers, teachers, CBOs, 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.

### **SALARY/BENEFITS**

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

This role is grant-funded through December 2022 with possibility to extend funding.

If interested, please send your resume and cover letter (including salary requirements) to [resumes@chfund.org](mailto:resumes@chfund.org).

### **No phone calls, please.**

The Children's Health Fund is an Equal Opportunity Employer.

For further information on our programs, please visit our website: [www.childrenshealthfund.org](http://www.childrenshealthfund.org)