

Clinical and Implementation Science Program Assistant

Job Overview: Judge Baker Children's Center (JBCC), a Harvard Medical School affiliate, is currently accepting applications for a full-time position split between the Center for Effective Child Therapy (CECT), JBCC's outpatient training clinic (60%) and the Quality Care Initiative (QCI) (40%). In the CECT portion of the position, the Program Assistant will provide a wide range of support services to the Clinical Director and Director of Clinical Operations, as well as to staff clinicians and internal trainees at CECT. In this role, the Program Assistant will provide direct administrative and operational assistance in support of business operations at CECT. The efforts of the Program Assistant will help support JBCC in providing the highest quality of behavioral health care and other services for the children and families we serve. In addition, the Program Assistant will help support early career mental health professionals and clinical training students, who provide treatment at CECT or who are trained by JBCC faculty.

The Program Assistant will also provide support for activities within Judge Baker's Quality Care Initiative (QCI) within the Department of Training and Implementation. The QCI works to create lasting improvements in the quality of behavioral health care and other services for all children and families through the internal training program and community-based implementation and quality improvement initiatives. The Program Assistant will report to the Director of Implementation and will provide substantial support to the Associate Director of Implementation and Quality Improvement.

We are looking for an individual who is excited about supporting a collaborative, dynamic team of professionals working to improve mental health care for youth and families. Individuals seeking experience in the mental health field prior to applying to graduate school in clinical psychology or another related field are strongly encouraged to apply. A minimum two (2) year commitment is required for the position. JBCC also has an active Cultural Humility, Diversity, Equity, and Inclusion Program to promote diversity in service delivery and staff/faculty recruitment and retention. Applicants representing a diversity of individual and cultural backgrounds are strongly encouraged to join our team!

Essential Duties and Responsibilities:

- Coordinate the intake process for families by conducting in-depth clinical phone interviews with caregivers, coordinating with providers regarding client referrals, answering clinic questions, managing assessment scheduling, facilitating case assignment, and maintaining client waitlists.
- Work in conjunction with the current CECT Program Assistant to supervise a team of undergraduate volunteers, including a full-time co-operative education student.
- Assist with necessary documentation collection and data entry required for electronic medical record.
- Provide families and clinicians with billing support for treatment services.
- Administer, score, and interpret standardized assessment questionnaires and support undergraduate volunteers in these efforts.
- Assist in writing portions of diagnostic assessment reports and pediatrician letters.
- Administer behavioral assessments of children's emotional and social development during initial evaluation.

- Use skills and principles of Parent Child Interaction Therapy to effectively engage in play with young children.
- Participate in weekly supervision, assessment, and evidence-based practice meetings.
- Support clinical staff by managing confidential documents and preparing supplies and equipment for assessments and treatment sessions.
- Assist with office management services such as: checking in clients, processing payments, and communicating with clients via phone and email.
- Coordinate with the Director of Clinical Operations and Clinical Director to maintain compliance with Department of Public Health standards.
- Manage the application and interview process for incoming co-operative education students and volunteers.
- Produce and distribute meeting minutes.
- Work collaboratively with Associate Director of Marketing & Communications to keep the department website updated and to develop public relations documents.
- Assist in advertising and marketing efforts, such as creating, updating, and distributing brochures and other marketing materials.
- Coordinate meetings, professional trainings, contracts, invoices, and other activities supporting the work of QCI.
- Work with QCI staff to coordinate and assist with data systems development and maintenance, data collection, coding, management, and reporting of both process and outcome data
- Conduct literature and data searches/reviews
- Facilitate the preparation and submission of grant applications and grant reports
- Facilitate submission and tracking of Continuing Education credits for trainings
- Assist in the tracking operations of internal training programs
- Facilitate tracking of mental health provider certification process
- Support CECT and QCI with other administrative and operational support as needed.

Qualifications and Skills:

Candidates must meet all of the following requirements:

- A Bachelor's degree (or foreign equivalent) in Clinical, Community, Counseling, School, or Educational Psychology; Social Work; or Public Health from an accredited academic program
- Excellent interpersonal, organizational and communication skills allowing for skillful interactions with caregivers, children, JBCC staff, undergraduate volunteers, and professionals from other fields.
- Must be extremely organized, efficient, adaptive, and a good team player that likes to work in a collaborative environment
- Strong project coordination skills.
- Proficient with Microsoft Office (Word, Excel, PowerPoint).
- Experience with SPSS or other statistical software preferred
- Oral and written fluency in English
- Must be able to demonstrate discretion and independent judgement while collaborating with a team, bringing flexibility, a sense of confidence and humor, strong time management skills, and an ability to handle multiple projects to this position



Strong applicants will have:

- A career interest in mental health services.
- Knowledge of mental health, education, child welfare, and/or juvenile justice systems.
- Experience with statistical analysis using SPSS for quality improvement or evaluation purposes.
- Experience using online database systems and/or survey tools.

Physical Requirements: Must be able to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, finger, grasp, feel, talk, hear and be capable of repetitive motion. Position requires exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently, and/or negligible amount of force constantly. Work requires close visual acuity. Position is not substantially exposed to adverse environmental conditions.

Salary and Hours:

- Full time, salaried position commensurate with experience.
- A generous benefits package is provided.

Our Organization

Founded in 1917, Judge Baker Children’s Center is a Harvard Medical School affiliate with proven leadership in children’s behavioral health. Judge Baker’s mission is to promote the best possible mental health of children through the integration of research, intervention, training, and advocacy. For more than 100 years, Judge Baker has been instrumental in creating a continuum of care that supports children's healthy development at the policy, systems, and practice levels. Our research, direct programs and services, training, and advocacy make Judge Baker a preeminent voice and active resource on issues of children's mental health. At Judge Baker, the practices created and tested today will become the best practices of tomorrow. Our programs help children and families chart their own best course for developmental, emotional, and intellectual well-being in community-based settings.

Judge Baker Children’s Center is dedicated to the achievement of equality of opportunity for all its employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, marital status, age, national origin, disability, veteran status or any other protected group status under federal, state or local law. Judge Baker Children’s Center is an Equal Opportunity/Affirmative Action Employer.

The preceding statements shall not be considered a detailed description of all the work requirements of the job. There may be other duties and responsibilities required to achieve the principal functions of the position and to advance the mission of Judge Baker Children’s Center.

Applications

Interested candidates should submit the following materials through the employment portal [here](#):

- a cover letter specifically addressing your experience related to the job responsibilities above
- a curriculum vitae

Applicants should also have two (2) reference letters emailed directly from your writer to training@jbcc.harvard.edu.

Please make sure to include the position title in all materials.

Applications will be reviewed as they are received until the position is filled, and is contingent on confirmed funding. Anticipated start date is January or February 2022.

