

**UNIVERSITY OF PITTSBURGH MEDICAL CENTER (UPMC)  
HUMAN RESOURCES DIVISION  
POSITION DESCRIPTION**

**Job Title:** Director, Youth and Family Training Institute

**Reports To:** VP, Business Development

**Job Purpose**

The Youth and Family Training Institute Director will be responsible for the development, implementation and management of Pennsylvania's Youth and Family Training Institute, a five year grant funded initiative of OMHSAS in collaboration with the University of Pittsburgh and Western Psychiatric Institute and Clinic of the University of Pittsburgh Medical Center (UPMC).

Pennsylvania's Office of Mental Health and Substance Abuse Services (OMHSAS), Children's Behavioral Health Services Bureau plans to transform children's behavioral health services throughout the Commonwealth. It will do this by establishing a training institute to engage youth and families following the standards of the National Wraparound Initiative (NWI) using the High Fidelity Wraparound model with Youth and Family Teams at the core. OMHSAS has selected the University of Pittsburgh/Western Psychiatric Institute and Clinic of UPMC and its partners to develop, implement and manage the Pennsylvania Youth and Family Training Institute. This Institute will be the next phase in the evolution of the CASSP movement in Pennsylvania. It will replace, but build upon, the work of the former Pennsylvania CASSP Institute, and will be the centerpiece of OMHSAS's transformation effort. It will do this through the provision and coordination of training and technical assistance across the Commonwealth so that public and private agencies and other child serving systems work with youth and their families (using Youth and Family Teams) in the treatment and recovery process.

**Minimum Requirements**

**Experience/Skills/Requirements:**

- An advanced degree in behavioral health, social work, public administration, or a related field.
- A minimum of ten years of progressively responsible combined experience in first and/or second line management or administration of a behavioral health child, youth or family-serving agency.
- A combination of education and experience will be considered.
- The ability and desire to utilize the personal experience of parenting a child with mental health issues preferred.
- Commitment to the full participation of youth/family in all areas of the development, implementation and oversight of the Institute.
- Demonstrated experience in effectively facilitating or leading community/county coalitions or service collaborations.
- Demonstrated experience with community outreach, resulting in familiarity with and comfort in a wide variety of community environments and the ability to convey positive regard for any and all of Pennsylvania's diverse communities.
- Proven experience in budget development and administration, management, training and education, information systems, research and evaluation is strongly preferred.
- Proven experience in mobilizing a successful change effort.
- Experience with assisting young people and families in determining their own future through focusing on the strengths of the individual, family and community.

- A balance of assertiveness and diplomacy, effective listening skills and a good sense of team process as required to effectively lead and manage a statewide initiative.
- The ability to communicate effectively with a wide range of audiences, including parents, young people with mental health issues, community/county representatives, public and private agency directors, researchers, and policymakers.
- Experience effectively communicating with a culturally diverse population; the demonstrated ability to value diversity by recognizing and embracing individual differences including those that arise from varying backgrounds, life experiences, beliefs and perspectives.
- The ability to accomplish goals with self-sufficiency in a participatory culture, keeping others appropriately informed while moving the work forward.
- Act 33/34 clearances required.
- Significant state-wide and occasional out-of-state travel required. Valid PA driver's license and reliable transportation required.

### **Responsibilities**

- Provide support for the Youth and Family Training Institute advisory board.
- Provide vision, leadership and management of the Institute's staff.
- Provide a direct interface and partnership with OMHSAS to support the development of statewide capacity and fidelity for the High Fidelity Wraparound model. Participate in OMHSAS identified meetings.
- Serve as the responsible official for the fiscal and administrative oversight of the Institute and assure accountability to the funded community/entity for the proper conduct of the cooperative agreement.
- Assure compliance with all monthly, quarterly and annual reporting requirements and assure accuracy of the information.
- Arrange for and assure compliance with all contracted training partners.
- Partner with family and youth groups to assure meaningful participation in and transformation of the children's mental health system.
- Provide direct support for Pennsylvania's counties to establish infrastructure and readiness, necessary conditions and supports for High Fidelity Wraparound.
- Establish a high level of practice, performance and productivity standards; and, provide overall direction that ensures quality practices and methodologies for all services provided to young people and families consistent with the goals of the system transformation effort.
- Provide leadership and oversight in partnering with researchers and evaluators to ensure studies that document both fidelity and outcomes.
- Provide leadership and assure collaboration with statewide behavioral health, juvenile justice, child welfare, education and other child serving agencies.
- Ensure a high level of effective communications with all stakeholders.
- Develop and distribute an annual report.
- Coordinate and oversee a biennial Institute conference.
- Become certified as a wraparound facilitator.
- Maintain familiarity with pending and/or established state and federal legislation and county actions that may impact the initiative.
- Clearly establish and lead the initiative's vision of resiliency, recovery and cultural competency.

### **Application Process**

- Apply on line (only) at UPMC.com. [Click on “Careers at UPMC”; Click on “Start my Job Search”; click on “Search and Apply for Openings”; Click on “Advanced Search”; enter 1026887 in the Job Opening ID field]. Applications due by December 21, 2007.