PROJECT AWARE LEA PROJECT MANAGER

Position Type: Full-Time, 100% FTE, 40 Hours Per Week
Funding Source: SAMHSA Project AWARE Grant
Reports To: School Social Worker
Location: Jefferson County School System
Travel: In-state and out-of-state travel as required; generally up to 10%
Salary Range: $45,000-$80,000

POSITION SUMMARY

The Project AWARE LEA Project Manager is responsible for coordinating, implementing, monitoring, and supporting the day-to-day operations of the Jefferson County School System's SAMHSA Project AWARE grant. The Project Manager will work under the direction of the School Social Worker and serve as a key liaison among district leadership, school personnel, students and families, community mental health providers, state and local agencies, and other community partners.

The Project Manager will support the development and implementation of a comprehensive school-based behavioral health system designed to increase access to mental health services, strengthen prevention and early intervention efforts, improve coordination of services, and address the behavioral health needs of students, families, and the school community.

The Project Manager is expected to ensure that all Project AWARE activities, programs, services, training, communication, and partnerships remain consistent with the approved grant application, SAMHSA priorities, Georgia Department of Education expectations, and Jefferson County School System priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **Project AWARE Implementation**
   Coordinate the implementation of Project AWARE activities, programs, services, and initiatives across all Jefferson County School System schools.
2. **Grant Compliance**
   Ensure that local activities, curricula, programs, services, and project-related activities are consistent with the approved Project AWARE grant application, grant goals, SAMHSA priorities, and applicable federal and state requirements.
3. **Project Management**
   Coordinate daily project activities, timelines, deliverables, meetings, documentation, and communication necessary for successful implementation of the Project AWARE grant.
4. **Fiscal Management and Reporting**
   Assist with local fiscal management, budget monitoring, expenditure tracking, and required financial reporting in collaboration with appropriate district personnel.
5. **Subcontract and Provider Coordination**
   Monitor and coordinate with mental health providers, community agencies, and other contracted service providers responsible for implementing Project AWARE activities and services.

6. **School-Based Mental Health Coordination**
   Collaborate with school administrators, counselors, the School Social Worker, mental health providers, teachers, and other student-support personnel to strengthen access to school-based mental and behavioral health services.
7. **Early Identification and Referral**
   Support the early identification of students experiencing mental health or behavioral health concerns and coordinate appropriate referrals, interventions, and follow-up services.
8. **Community Mental Health Partnerships**
   Develop and maintain collaborative relationships with local mental health providers, community agencies, behavioral health organizations, DBHDD-related partners, families, and other community stakeholders.
9. **Referral Systems and Procedures**
   Assist in developing, maintaining, and improving referral processes for students who require behavioral health services or more intensive community-based services.
10. **Training Coordination**
    Coordinate training opportunities for school personnel, families, community partners, and other appropriate adult responders based on identified behavioral health needs.
11. **Professional Development**
    Facilitate or coordinate Project AWARE-related staff development, professional learning, mental health awareness activities, and evidence-informed training opportunities.
12. **Communication and Outreach**
    Coordinate ongoing Project AWARE communication campaigns and outreach efforts designed to increase awareness of mental health resources, reduce stigma, and promote access to services.
13. **Family and Community Engagement**
    Support opportunities for families and community partners to participate in Project AWARE activities and increase their knowledge of available behavioral health resources and supports.
14. **State and Grant Team Collaboration**
    Collaborate with the Georgia Project AWARE State Management Team, Community Management Team, Training Team, Evaluation Team, and other designated state or grant partners to coordinate local activities and project implementation.
15. **PBIS and School-Wide Behavioral Supports**
    Collaborate with district and school personnel to support the integration of Project AWARE activities with positive behavioral interventions and supports and other appropriate school-based behavioral health initiatives.
16. **Program Monitoring and Evaluation**
    Assist with monitoring project performance, collecting required data, evaluating program activities and outcomes, identifying areas for improvement, and supporting the implementation of corrective or improvement strategies when needed.
17. **Grant Documentation and Reporting**
    Maintain accurate records and documentation related to Project AWARE activities and assist with the preparation of required grant reports, progress updates, data reports, and other documentation requested by SAMHSA, Georgia Department of Education, or district leadership.
18. **Meetings, Training, and Conferences**
    Attend required Project AWARE meetings, workshops, conferences, trainings, site visits, and

other grant-related activities designated by the State Project Director, funding agency, or district leadership.

19. **Sustainability and Program Development**
    Assist the School Social Worker and district leadership in developing sustainability strategies, identifying effective programs and practices, strengthening community partnerships, and integrating successful Project AWARE activities into the district's long-term behavioral health framework.
20. **Other Assigned Responsibilities**
    Perform other duties as assigned by the School Social Worker or designated district administrator that support the goals of Project AWARE, student mental health, school safety, behavioral health, prevention, intervention, and the overall mission of Jefferson County School System.

MINIMUM QUALIFICATIONS

- Bachelor's degree in education, mental health, substance abuse, social work, counseling, psychology, public health, criminal/juvenile justice, or a related field required.
- Master's degree in social work, counseling, psychology, education, mental health, or a related human services field preferred.
- Experience working with school-aged youth and families preferred.
- Experience working with mental health, behavioral health, substance abuse, education, social work, counseling, or related programs preferred.
- Experience with grant-funded programs and/or project management preferred.
- Experience managing or participating in multi-agency community collaborative initiatives preferred.
- Experience providing or coordinating training preferred.
- Experience working in a rural community preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

The successful candidate should demonstrate:

- Strong written and oral communication skills.
- Excellent organizational and project-management skills.
- Strong attention to detail.
- Ability to manage multiple projects, deadlines, and responsibilities.
- Ability to work independently while maintaining communication with the School Social Worker and district leadership.
- Ability to establish and maintain effective relationships with school personnel, students, families, community agencies, mental health providers, and state partners.
- Proficiency with technology and electronic documentation systems.
- Knowledge of school systems and community behavioral health resources.
- Knowledge of mental health prevention, intervention, referral, and support systems.
- Ability to coordinate and facilitate meetings, trainings, and collaborative activities.

- Ability to exercise sound judgment, maintain confidentiality, and handle sensitive student and family information appropriately.
- Ability to manage time effectively and work with flexibility as project needs change.

SUPERVISORY RELATIONSHIP

The Project AWARE LEA Project Manager will report directly to the **School Social Worker**, who will provide direction, oversight, and supervision related to the implementation of Project AWARE within Jefferson County School System.

The Project Manager will work collaboratively with district administrators, school administrators, counselors, mental health providers, community agencies, families, and other identified Project AWARE partners.

FEDERAL GRANT REQUIREMENTS

This position is funded through the SAMHSA Project AWARE grant and is subject to applicable federal, state, and grant requirements.

The position is designated as **Key Personnel** for Project AWARE and requires a **100% Full-Time Equivalent (FTE) commitment** to grant implementation. The selected individual must devote their full professional effort to the responsibilities associated with the Project AWARE grant.

Any change in personnel, assignment, or level of effort must comply with applicable grant requirements and receive the required approval from the appropriate funding authority.

WORK SCHEDULE AND TRAVEL

This is a full-time, 12-month position requiring approximately **40 hours per week**.

The position may require in-state and out-of-state travel for required meetings, trainings, workshops, conferences, site visits, and other Project AWARE activities. Travel is generally expected to be **up to 10%**, based on grant requirements and project needs.

PERFORMANCE EXPECTATIONS

The Project AWARE LEA Project Manager is expected to maintain regular and prompt attendance, meet established grant deadlines, maintain accurate and timely documentation, communicate effectively with the School Social Worker and project partners, and demonstrate professionalism in all interactions.

The Project Manager is expected to represent Jefferson County School System and Project AWARE in a professional manner and to actively contribute to the development of a coordinated, accessible, and sustainable behavioral health support system for students and families.