



**Job title:** *Endorsement*® Coordinator (Part Time, 20 hours/week)

**Reports to:** Executive Director

### **Job purpose**

This position is designed to support and advocate for professionals working with and on behalf of infants and young children 0-6 years and their families and caregivers to earn the *Endorsement for Culturally Sensitive, Relationship-Focused Practice Promoting Infant and Early Childhood Mental Health*® (*IMH-E*® / *ECMH-E*®). The *IMH-E*® and the *ECMH-E*® are designed to establish and recognize competence in the infant and early childhood mental health field through experience, training, and academic preparation and reflective supervision as determined by the *IMH-E*® / *ECMH-E*® Competency Guidelines.

The role of the *Endorsement*® Coordinator involves the following major tasks:

1. Communication with applicants, CoAIMH staff, and *Endorsement*® application reviewers in regard to timelines, status and review of applicants' portfolios.
2. Participation in the Alliance for the Advancement of Infant Mental Health community to ensure consistency in the *Endorsement*® process across states.
3. Manage outreach to statewide / community-based interest groups to promote the expansion of infant and early childhood mental health professional development, reflective supervision, and *IMH-E*® / *ECMH-E*® across Colorado.

### **Duties and responsibilities**

The *Endorsement*® Coordinator serves as the point person for all Colorado *Endorsement*® efforts. As visibility and demand related to the *Endorsement*® has grown over the last 5 years and with the statewide introduction of the *ECMH-E*® expected January 2021, the needs of the position require an individual who can support the administrative duties of the *Endorsement*® process, as well as continue to provide leadership and vision for the *Endorsement*® moving forward.

The *Endorsement*® Coordinator is responsible for the following:

#### **1. Provide support to *Endorsement*® applicants via the EASy (online portal) system:**

1. Answer questions about the application process in monthly support calls and as they arise;
2. Upload transcripts;
3. Verify fees are paid, and CoAIMH membership is current;
4. Provide feedback on applicants prior to review;
5. Provide email, phone and mail feedback on Endorsement or Deferral, as appropriate;
6. Maintain confidentiality throughout application process;
7. Secure storage of application materials;
8. Proctor exam, when appropriate; and
9. Manage annual renewal.

#### **2. Provide support to Advisors and Reviewers:**

1. Train newly *Endorsed*® professionals into the roles of Advisor/ Reviewer;
2. Provide the group at large with *Endorsement*® Alliance updates;
3. Establish and maintain a timeline for review;
4. Assign roles of Advisor and Reviewer; and

5. Provide ongoing support to Reviewers and Advisors.
- 3. Coordinate with the Alliance for the Advancement of Infant Mental Health:**
  1. Participate in monthly meetings to ensure consistency and address issues (Leadership call & Holder's call);
  2. Manage and communicate updates related to *Endorsement*® procedure with CoAIMH, Colorado Endorsement Partnership, applicants, and general public;
  3. Clarify information and guidelines and ensure all policies and procedures are current and in accordance with Alliance standards; and
  4. Attend annual Alliance Leadership Summit.
- 4. Coordinate with CoAIMH Staff:**
  1. Plan for targeted group support;
  2. Prepare information about *Endorsement*® to be disseminated through social media and CoAIMH website; and
  3. Advise staff on the preparation of grants and programming related to *Endorsement*®.
- 5. Facilitate bimonthly Colorado Endorsement Partnership (CEP) Meetings (advisory board):**
  1. Manage the schedule, agenda, keep minutes and communicate that information with the group;
  2. Provide leadership on bringing *Endorsement*® to scale statewide; and
  3. Delegate tasks to smaller work groups & coordinate progress, if necessary.
- 6. Maintain records for the following:**
  1. *Endorsement*® Registry;
  2. Applicant and exam tracking statistics; and
  3. Exam timelines and necessary updates.
- 7. Provide Outreach and Training:**
  1. Present to community groups on *Endorsement*®;
  2. Provide targeted group support: determining levels for *Endorsement*®, giving administrators the tools to identify gaps in training, answer group specific questions pertaining to *Endorsement*®; and
  3. Prepare and execute biannual training for new Advisors and Reviewers with current information.
- 8. Other Tasks as needed:**
  1. Contribute content to CoAIMH communication channels, e.g. social media, monthly newsletter, etc.

### **Preferred Qualifications**

- *Infant Mental Health Endorsed*® OR eligible to be *Infant* or *Early Childhood Mental Health Endorsed*®.
- Specialized knowledge: Familiarity with principles related to infant and early childhood mental health.
- Understanding of the early childhood mental health workforce landscape in Colorado.
- Bilingual Spanish-speaking.

- Demonstrated commitment to diversity, equity, and inclusion in the infant and early childhood field.
- Experience in program/project management, including the ability to define outcomes, organize tasks and deliverables, and successfully oversee a project to completion
- Associate's degree or equivalent in work experience in early childhood education, social work, public health, psychology, counseling, or related field.
- Lived Work Experience is valued and honored

### **Required Qualifications**

- Strong organizational and communication skills (both verbal and written), comfort with public speaking and establishing new relationships with individuals, organizations, and communities.
- Basic knowledge of word processing programs, email, comfort with web-based computer use, comfort with both autonomy and collaboration.
- Availability: At a minimum, regular business hours in order to lead meetings, participate in outreach efforts, meet with others and flexibility in time commitments to be able to respond to inquiries and questions multiple times throughout any given week.
- A systems thinker – someone capable of reflecting on the “big picture” while simultaneously analyzing process detail.
- Ability to prioritize multiple and constantly changing tasks, as well as the flexibility to work effectively in either a team environment or independently.
- Analytical skills and the ability to identify and utilize information resources.

### **Working conditions**

CoAIMH is a membership organization and does not have an office location; as such, this position does not have a designated workspace. The person filling this position will need to work from home or an existing workspace. The position requires access to a computer, phone, printer and scanner, internet service, secured storage for materials until they are scanned into electronic form. Additionally, the Coordinator needs to be able to travel to meetings and presentations, as public health orders allow. These will most often occur in the Denver Metro area but will occasionally take place in other regions of Colorado.

There are occasions when the Coordinator needs to be available to attend a conference on a weekend. The Alliance Leadership Summit takes place annually for approximately 3 days, which may include a weekend day, and the Coordinator is required to attend, at no cost to themselves.

The *Endorsement Coordinator* will be hired on as part-time (10-20 hours/week or up to .5 FTE) CoAIMH staff. There is opportunity for growth as the organization continues to grow and diversify funding support. The salary for this .5 FTE position is \$25,000 per year. It is an internal goal that this role will grow through available funding into a full time FTE funded position in the future.

**CoAIMH's Anti-Discrimination Statement:** The Colorado Association for Infant Mental Health does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

If interested in applying for this position, please submit a resume/CV and cover letter to Dr, Jose Silva, Executive Director, at [coaimh.ed@gmail.com](mailto:coaimh.ed@gmail.com) **no later than Wednesday, August 28 at 5pm.**