



Community Mental Health Partnership of Southeast Michigan Job Description

Job Title: Grants Coordinator

Supervision Received: Substance Use Services Director

Tier: B

Starting Salary Range: \$56,952 – 66,009

FLSA Exempt Status: Exempt

Full Salary Range: \$56,952 – \$81,057

Last Updated: October 2, 2023

Position Status: Full-time

Job Summary

The Grants Coordinator, under the direction of the Clinical and SUD Services Director, will provide oversight of grant implementation, budgets, goals, objectives and activities, and serve as a liaison to funded program personnel as well as the MDHHS grant management staff. The position will assist in grant data collection and will submit monthly, quarterly and annual reports as directed. The position's work will involve participation in staff meetings, identifying gaps in services for target populations and assisting in activities designed to fill those gaps. The position is responsible for conducting community needs assessments, facilitation and implementation of strategic prevention framework activities, community presentations on grant goals, objectives, activities, and program information.

Essential Duties and Responsibilities

- Evaluates the work of program providers to ensure for the effective use of program resources and that quality of services delivered are appropriate.
- Directs activities of program providers/implementers as necessary.
- Assists in evaluating program providers.
- Facilitates access to necessary training programs for providers.
- Establishes and oversees administrative procedures to meet grant objectives.
- Oversees program policies regarding participant eligibility, program requirements, and program benefits.
- Prepares and maintains records and reports, such as budgets, personnel records and grant targets.
- Assists in researching and analyzing participant and community needs to determine program direction and goals.
- Prepare and submit reports to the State of Michigan, verifying accuracy and completeness and ensuring deadlines are met
- Attend and participate in various state, regional and local workgroup, county collaborative groups and other meetings to promote grant implementation as needed

Supervisory Responsibilities

- N/A

Education and Experience Requirements

- Minimum of bachelor's degree in field related to the job responsibilities is required, Master's preferred
- One to two years of related experience including program implementation, management, reporting, evaluation
- Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities

Competencies Required

- Knowledge of grant coordination procedures preferred
- Awareness of co-occurring populations (Mental Health, Substance Use Disorders) preferred

- Must be able to effectively communicate, written, oral and electronic skills, with various populations, program participants and professional colleagues required
- Ability to organize, prioritize and document in a timely manner required
- Ability to troubleshoot and identify resources required
- Public speaking skills required
- Must maintain confidentiality
- Knowledge of applicable laws, regulations, policies and procedures and ability to interpret and disseminate information
- Ability to set expectations, provide guidance and monitor progress toward goals
- Skill in evaluating information to determine compliance with standards
- Ability to maintain composure and display tact and professionalism in all interactions
- Skill in resolving conflict and negotiating
- Ability to keep commitments and take responsibility for own actions
- Knowledge of instructional design and presentation methods
- Knowledge of media production, communication and dissemination techniques and methods; including alternative ways to inform via written, oral and visual media
- Skill in meeting quality standards and identifying ways to improve services
- Ability to translate concepts and information into easily understandable reports or materials
- Ability to organize, prioritize and plan work activities and projects to meet deadlines
- Ability to make timely decisions using sound and accurate judgment within specified constraints
- Ability to express ideas effectively and adapt message to audience orally and in writing
- Ability to identify and find solutions to complex problems
- Ability to effectively work on multiple projects at one time and adapt quickly to changing demands
- Ability to work independently with minimal supervision and maintain working relationship to collaborate as part of a team
- Attention to detail and quality
- Ability to behave ethically, honestly and with integrity

Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a computer screen and hearing and speech sufficient to communicate in person or over the telephone.

Special Position Requirements

This position requires travel within the CMHPSM region and to meetings outside of the region when requested.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

This job description has been approved by the Chief Executive Officer:

Signature _____

Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Name _____

Signature _____

Date _____



2024 Benefits Overview

Employer-paid benefits start on day one of employment for employees and dependents*:

- \$0 in Employee Medical, Dental or Vision co-premiums from 2014-2024
- Two Medical Insurance Plan Options:
 1. Blue Cross Blue Shield PPO High Deductible Plan
 2. Blue Care Network HMO
- EyeMed Vision Insurance
- Delta Dental Insurance
- Health Equity Health Savings Account Available to BCBS PPO High Deductible Plan Participants
- Employer Paid HSA Contributions Per Annual Budget (when Board approved)

Employer-paid benefits for employees*:

- Employer Paid Life Insurance 2X base salary, up to a maximum of \$200,000
- Employer Paid Short and Long-Term Disability Insurance
 1. Short-Term Disability – 66.67% of employee's weekly earnings up to \$1,250.
 2. Long-Term Disability – 66.67% of employee's monthly earnings up to \$7,500.

Low-Cost Municipal Employee Retirement System (MERS) Defined Contribution Plan*:

- 100% employer match to Employer 403b up to 6% of employee salary based on Employee 457 contributions
- Roth 457 and/or tax deferred 457 contributions available to Employees
- 100% vesting on day one for both 403b and 457 retirement accounts

Pay Structure*:

- Bi-weekly pay schedule (26 pays per year)
- Starting wage step level determined by experience and qualifications
- Performance based annual salary step increases average +4.62% until max step level reached.
- Cost of Living Tier Adjustments Schedule Determined by Regional Board (+2% 4/2021, +2% 10/2021, +6% 10/2022, & +6% 10/2023)

Work/Life Balance*:

- Generous annual paid time off (PTO):
 - 18 days (0-2 years of employment)
 - 21 days (3-5 years of employment)
 - 24 days (6-7 years of employment)
 - 27 days (8-9 years of employment)
 - 30 days (10 + years of employment)
- 10 Regular and 4 Float Holidays
- Hybrid remote work environment for many positions
- No Cost Employee Assistance Program

Voluntary Benefit Options Available at Employee Expense:

- Voluntary life Insurance
- Accident Insurance
- Critical Illness Insurance
- Hospital Indemnity
- ID Protection
- Legal Services Coverage
- Pet Insurance

*All employee benefits are subject to modification per legal or Board determination.