

The ACCESS Project

Job Title: The ACCESS Project Manager

Job Location: 3717 196th Street SW, Suite 201
Lynnwood, WA 98036-5748
Website: theaccessprojectwa.org

The Association of Collective Community Engagement for Safety and Security (dba The ACCESS Project) is a 501(c)3 organization that connects Snohomish County youths with behavioral health resources. Some objectives for ACCESS include increasing communication and referrals among existing resources for youths and acting as a facilitator between youths and community organizations.

Overview

Confidentiality and trust are the highest acumen and protocol of The ACCESS Project.

As the ACCESS Project Manager, you will be responsible for:

- Planning, implementing, and overseeing the referral intake Process;
- Making connections with youths who are experiencing mental health challenges;
- Connecting professional and community organizations to obtain referral agreements; and
- Connecting with parents and community organizations that are in contact with and can refer youth who are experiencing mental health challenges.

This role requires a strong combination of project management skills, mental health expertise, and the ability to collaborate with culturally diverse youth clientele. The Project Manager reports to the President of ACCESS.

The Project Manager serves as the project's point of contact for professional practitioners, community organizations, and others seeking information regarding The ACCESS Project. Also, the role requires communication with the Board of Directors (BoD) to keep the project aligned with policies and procedures established by the BoD.

Key Responsibilities

Project Planning and Development

- Develop comprehensive project plans outlining objectives, timelines, resources, and measurable deliverables.
- Collaborate with key community professionals and community organizations to continue defining the project's vision, mission, goals, and desired/agreed upon outcomes.
- Execution of duties to achieve the project's vision, mission, functions, goals, with a desired and agreed upon outcomes.
- Monitor project progress and adjust as necessary to achieve desired and agreed upon outcomes.
- Oversee the recruitment and training of project staff and volunteers.
- Knowledge of mental health assessment tools and diagnostic criteria.
- Ability to manage crisis situations with sensitivity and confidentiality.
- Ability to prioritize competing deadlines and tasks with accuracy.
- Oversee the website to ensure youths and community partners can make online referrals and follow up in an established database to make sure data is up to date.

Professional Partners and Community Organizations Relations

Build and maintain relationships with mental health professionals, community organizations, government agencies, and other relevant stakeholders.

Maintain a database and analyze data on referrals into and from the Intake process in order to make informed decisions about project improvements sustainability.

Budget Management

Work closely with the Board President and Treasurer to develop and manage the project budgets, ensuring efficient use of resources. Monitor expenses and provide regular financial reports to Board of Directors.

Continuous awareness of funding and grant opportunities in order to maintain and expand The ACCESS Project's programs and services. Funding is critical to meet the continuing changing mental health challenges of youth.

Qualifications and Skills

Bachelor's or Master's degree in psychology, social work, public health, or a related field is desired.

Project management certification is a plus.

Previous experience in mental health project management.

Strong interpersonal, written and oral communication skills.

Proven record of collaborating with ethnic diverse communities.

Knowledge of mental health policies, practices, and resources.

Excellent organizational and time-management skills.

Salary

Full-time: 40 hrs. per week, with an option for some remote work.

Annually Salary Range: \$70,000 - \$85,000 depending on qualifications

Benefits: At this time, the position does *not* include any medical or dental insurance

Application Process

The application process will include a cover letter, and verification of employment history. Applicants considered for this position will have a reference check and will be required to disclose if they are the subject of any substantiated findings or current investigations related to any current and past felony charges, or sexual misconduct at their current or past employment. Disclosure is required under [Washington State law](#).

Contact Information

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President

The ACCESS Project

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