



**WAYNE STATE  
UNIVERSITY**

		<b>ISSUED: 6/10/2020</b>
<b>TITLE: BHWET Coordinator</b>	<b>SALARY TABLE : AP</b>	<b>CLASS CODE: PE386</b>
<b>UNION: P&amp;A, Local 1979, U.A.W.</b>	<b>SALARY GRADE: 12</b>	<b>EEO CODE: 30</b>
<b>JOB GROUPING: None</b>	<b>FLSA: Exempt</b>	<b>EMPLOYEE CLASS: PE</b>

**POSITION PURPOSE**

Reporting to the Associate Professor, Social Work, the position will be responsible for the day-to-day operations of the Behavioral Health Workforce Education and Training Program (BHWET) that provides healthcare and mental health internships, throughout the academic year, for advanced degree social work students. The position is responsible for student recruitment and advising, application review and processing. The position will also assist in the planning, development, and implementation of program and project activities.

<b>Essential Job Functions</b>	<b>% Time</b>
Coordinate the day-to-day operations of the Behavioral Health Workforce Education and Training (BHWET) grant program. First point of contact for students, faculty, and agency partners. Interpret program guidelines and address any challenges or issues that may arise. Participate in the planning, development, and implementation of program and project strategies and initiatives. Review and assess program and project needs and make recommendations for program improvements. Serves as a liaison between the program and external grant agencies. Participate in the development of administrative and operational procedures to ensure the attainment of recognized objectives are in conformance with University policies and procedures. Assist in the development of program materials and any related information as needed. Supervise students.	25%
Serve as a Placement Assistant and Faculty Field Liaison for Master of Social Work students interested in the internship program. Recruit, interview and approve student internship into the program. Coordinate student placement at appropriate agencies/facilities. Complete facility site visits twice a year to make sure students are progressing and to address any issues. Communicate with local medical agencies and hospitals to coordinate new field placement opportunities for interns.	20%
Coordinate training partnerships with Michigan Behavioral Health Workforce Education and Training collaborative. Identify additional training needs. Recruit speakers and field instructors, as necessary. Plan training schedule. Plan and facilitate new training as requested by agency partners. Coordinate and facilitate licensure preparation trainings for students.	15%
Track and use program budget funds for supplies, grant activities, and training. Assist budget analyst with the creation of budget reports submitted to the federal funding agencies. Document, analyze and submit materials for grant reporting. Develop quarterly reports to submit to the grant funders at the Department of Health and Human Services. Respond to grant management inquiries.	15%

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

Monitor and review student internship performance at field sites. Sign off on all assignments throughout the course of the year including final grades from the internship program. Counsel, advise and implement corrective action for students who are not performing well in field setting.	10%
Compile and manage program records. Create and maintain database of student records. Collect data needed for completing the Continuing Education Units application. Develop quarterly reports for the federal funding agency.	10%
Performs other duties as assigned	5%

**MINIMUM QUALIFICATIONS**

**Education:** Master's degree

**Experience** Experienced (minimum 2 years of job-related experience)

Independent social work licensure at the independent master’s level, required. Requires master level knowledge of social work practice and theory with the ability to teach and supervise.

**KNOWLEDGE, SKILLS AND ABILITIES**

Ability to be self-motivated and work independently. Ability to prioritize and plan work activities. Strong organizational skills and ability work with established deadlines. Flexible and willing to adjust schedule for departmental needs. Must be an effective communicator, both written and verbal, capable of communicating to both subordinates, peers, and management as required. Proficient in Microsoft Office. Demonstrated ability to generate spreadsheets and manage databases.

**WORKING CONDITIONS**

Normal office environment.

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