



The Lincoln Center for Family and Youth
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JOB DESCRIPTION: PROJECT DIRECTOR, MENTAL HEALTH SERVICE PROFESSIONALS

Title: Project Director, Mental Health Service Professionals (MHSP)

FLSA: Exempt

Reports To: Chief Clinical Officer

Organization Summary: The Lincoln Center for Family and Youth (“TLC”) is a social enterprise company serving the Greater Philadelphia Area for over 50 years. Founded in 1970 and incorporated in 1983, TLC is an entrepreneurial nonprofit providing innovative education, coaching, and counseling services to public school students and their families. For more information, please visit <https://TheLincolnCenter.com>

Position Summary: The Director, MHSPS will manage project daily operations, ensuring activities are completed and objectives are met within budget. The Director, MHSPS will oversee three (3) Site Facilitator School Counselors and fifteen (15) interns at three (3) under-served school districts and be the primary liaison between Eastern University and The Lincoln Center for Family and Youth.

Essential Functions & Responsibilities:

- Lead the team of MHSPs with initiatives related to increasing mental health services for students and narrow the mental health professional to student ratio at these schools
- Lead the MHSPs with project work related to addressing student mental health challenges and adolescent stressors
- Work with MHSPs to provide guidance and support for students with mental health challenges
- Work toward goals of improving students’ mental health, reducing adverse behaviors, chronic absenteeism, and academic deficits that may result from occurring mental health issues
- Manage project daily operations, ensuring activities are completed and objectives are met within budget
- Coordinate activities with Eastern University faculty, The Lincoln Center for Family and Youth, and partnering LEAs leadership
- Responsible for ensuring project data is collected for evaluation and project continuous improvement

- Skills:**
- Flexible, self-directed, motivated, and meet deadlines
 - Pro-social collaboration, communication, and problem solving
 - Research-based knowledge of youth-focused intervention services
 - Ability to implement and revise partnerships and programs as needed
 - Capacity to work with and unite disparate groups
 - Strong sense of compassion and commitment to helping people
 - Maintaining consistency with program expectations to encourage academic, social, and personal growth
 - Strong relationship- and team-building skills
 - Ability to work in a team-driven environment with social services personnel and educators
 - Ability to communicate clearly
 - Strong organizational skills
 - Multi-tasking capability
 - Detail-oriented

Education and Experience: Minimum of a master's degree in education or counseling and at least 5 years of experience in education is required. Preference given to candidates with experience managing federal grants.

Work Environment: School settings

Work Hours: This is a 52 week full-time position.

Travel: Travel is occasional, between schools.

EEO Statement: TLC is committed to a policy of Equal Employment Opportunity and does not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other basis recognized by federal, state or local law.