



## POSITION ANNOUNCEMENT

This position serves the West Virginia Higher Education Policy Commission (Commission) and the West Virginia Council for Community and Technical College Education (Council) whose offices are located at 1018 Kanawha Boulevard, East, Charleston, West Virginia.

**Position Title:** Director of Behavioral Health Programs

**Classification:** Full Time, Non-Classified, Exempt, Benefits-Eligible

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**Overview:** Reporting to the Senior Director of Health Sciences and the Vice Chancellor for Student Affairs, the Director of Behavioral Health Programs identifies and advances initiatives and stakeholder partnerships to improve the state's behavioral health workforce. The Director also works with campuses to improve campus level programming focused on awareness, prevention and support for students with behavioral health issues.

### **Duties and Responsibilities:**

#### External Relations

- Act as a first point of contact for all statewide behavioral health workforce development and campus level behavioral health initiatives.
- Engage partners from multiple sectors to achieve collective impact in addressing the state's behavioral health workforce needs through the implementation of programming, policy change, and educational offerings.
- Work with campuses to assess student behavioral health needs and build infrastructure to better address needs.
- Represent the Commission on behavioral health workforce and campus health related committees. Staff external committees as needed.

#### Policymaking Activities

- Liaise with the Higher Education Policy Commission, West Virginia Legislature, and other state agencies and serve as a spokesperson on issues related to the state's behavioral health workforce development and campus behavioral health issues.
- Evaluate proposed legislation, regulations and responds to ad hoc legislative requests.

#### Programmatic Activities

- Administer a grantmaking program that provides mini grants to campuses to increase campus behavioral health capacity and support workforce development initiatives.

- Implement programming aimed at the promotion of mental and emotional health and suicide prevention for all students.
- Work with Division of Health Sciences staff and the Department of Health and Human Resources to administer workforce development incentive programs such as loan repayment.
- Identify potential grant opportunities, draft applications, and coordinate applications that involve multiple partners, and assist in the implementation of grant funded programming for the agency, campuses and/or other behavioral health stakeholders.

#### Administrative Responsibilities

- Fiscal and administrative management of both incoming and outgoing grants.
- Coordinate logistics related to meeting and trainings.
- Develop, implement, and evaluate a short-term and long-term strategic plan aligned with the duties and responsibilities outlined in this job description.

**Knowledge, skills and abilities:** Candidate must be able to demonstrate an in-depth knowledge and understanding of the state’s behavioral health needs and its higher education system. Must be able to conduct research on best practice programming, engage stakeholders and manage collaborative projects, and write and administer grants. Attention to detail, ability to manage competing demands, and work independently required. Excellent public speaking and written communication skills required. The willingness to travel statewide to establish relationships is required.

**Salary Range:** To commensurate with experience.

**Education and experience:** Master’s degree in public administration, higher education administration, behavioral health, health care or related field required. Five years of experience in either behavioral health or healthcare program administration, workforce development, or campus health preferred. Experience working in a college/university setting preferred.

**Closing date:** Position is opened until filled. Priority consideration will be given to application materials received on or before \_\_\_\_\_.

**Application process:** Qualified candidates must submit a letter of interest, a current resume, a professional writing sample, and titles, phone numbers and e-mail addresses for three professional references. Candidates may be asked to complete a performance task that demonstrates their ability to analyze a sample data set and articulate findings. Final candidates are subject to employment and credential verification, as well as, reference and background checks. Submit all information electronically **via e-mail** with “Director of Behavioral Health Programs” in the subject line to: Ms. Vickie Hairston, HR Representative, Senior at [hepc.hr@wvhepc.edu](mailto:hepc.hr@wvhepc.edu).

#### **Equal Opportunity/Affirmative Action Employer/Veterans/Disabled**

*The West Virginia Higher Education Policy Commission and the Community and Technical College System of West Virginia are equal opportunity employers. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or protected veteran status and will not be discriminated against on the basis of disability. The Commission and Council provide a collegial, respectful and inclusive environment that values the diversity, creativity and contributions of its staff.*