



## POSITION DESCRIPTION

<b>Mental Health Coordinator</b>	
<b>Department: Early Learning Academy (Home-Based/Center-Based)</b>	<b>Status: Regular Full-time, Exempt</b>
<b>Reports To: Vice President of Children's Services</b>	<b>Last Reviewed: 8/15/2024</b>
<b>Titles reporting to this role: None</b>	<b>Next Review Date:</b>

### **Position Summary:**

Casa Central's Early Learning Academy provides high-quality, comprehensive early childhood education services for young children, ages birth to three and their families. The Mental Health Coordinator oversees and has primary responsibility for managing, planning, implementing, and evaluating comprehensive mental health services for children and their families enrolled in the Early Head Start Home-based (EHS) program and Center-Based (EHS, HS) program. This position will coordinate with the programs Mental Health Consultant, Inclusion and Disabilities Specialist and Disabilities coordinator. The Mental Health Coordinator will be responsible for coordinating a multidisciplinary team that supports children going through the mental health referral process. This process includes formulating and monitoring Interim Support Plans and Positive Behavior Support Plans. Performs routine mental health-related tasks and clerical services to aid in meeting the mental health needs of children and families enrolled in the program.

### **Essential Duties and Responsibilities**

- Coordinates with programs Mental Health Consultant to ensure mental health services are being provided according to the Head Start Program Performance Standards and Start Early Policies and Procedures.
- Responsible for leading the Conscious Discipline Action Team, including coordination, training schedule, tracking, and monitoring of the implementation of the Conscious Discipline social emotional curriculum in both Early Head Start and Head Start programs.
- Supports implementation of Interim and Positive Behavior Support Plans with teaching teams in classrooms by observation with feedback, monitoring lesson plans, and supporting teaching teams in the classroom with modeling intervention strategies.
- Supervises the Inclusion Aide position, including biweekly reflective supervision, creating a weekly classroom schedule, and supporting the classroom implementation of individualizations and interventions identified from support plans.
- In collaboration with programs and site leadership, this position is responsible for planning and coordinating staff wellness initiatives throughout the program year.
- Creates and maintains collaborative community partnership agreements with local community-based mental health services programs to ensure families have access to mental health services in their local community for both parents and children.
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- Other duties as assigned.

### **Participant Service Delivery**

Coordinate with the Mental Health consultant, Inclusion and Disabilities Specialist and Disabilities coordinator to ensure Head Start/Early Head Start programs implement and adhere to the Head Start Performance Standards, state, and local requirements for Mental Health services. Implement systems to provide Mental Health services according to Start Early's Early/Head Start

Network policies and procedures. Collaborate with Early Head Start and /Head Start Educators regarding addressing child and family mental health needs. Monitor and support timely, mental health components for HB and CB programs including wellness activities for staff.

### **Performance & Quality Management**

Implement the agency mission, philosophy, and core values to direct daily work and decision-making. Adhere to agency policy and support staff in understanding and following agency policies. Cultivate a professional and respectful work environment. Be actively involved with, and knowledgeable about, the agency's Performance Quality Improvement (PQI) structure and process.

### **Program Administration**

Ensure compliance with agency and funder guidelines, ensuring that daily activities are within the allowable activities approved by the agency. Support the educators, and Inclusion and Disabilities Specialist with challenges that arise in the Mental Health area and help implement improvement strategies, policies, procedures, etc. for staff, program, and/or participants. Perform monitoring and management of mental health components for HB and CB. Ensure timely and accurate data entry of mental health data into ChildPlus. Maintain detailed, accurate and up-to-date mental health classroom observations, staff consultations, and parent consultations. Ensure proper collection of data for mental health services portion of the PIR (Program Information Report) and other self-assessment instruments. This includes reviewing data, reports, and files to ensure accurate and complete documentation is taking place. Complete monthly Early Head Start monitoring and reports on mental health.

### **Program-Specific Activities**

Engage in Active Supervision strategies to support the safety, well-being, and appropriate supervision/oversight of children. Act in accordance with the program's Standards of Conduct, building respectful relationships with families, honoring parents/caregivers as their children's first and most important teachers, and maintaining strict child, family, and staff confidentiality at all times. Ensure compliance with all Early Head Start/Head Start Program Performance Standards, including as interpreted by Start Early, as well as with relevant federal, state, city and accrediting/licensing body regulations and requirements. Provide health, wellness, and safety training for program staff and families.

### **Stakeholder Relationships & Partnerships**

Nurture positive and collaborative working relationships with other agency staff and outside stakeholders and partners.

### **Community Outreach**

Actively and enthusiastically support recruitment efforts to ensure that the program is fully enrolled year-round.

### **General Requirements:**

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills testing. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to perform the essential functions.

### **Education/Experience:**

Master's degree in social work, Counseling, Psychology, or Marriage and Family Therapy is required.

Clinical licensure is strongly preferred. Must be license eligible at time of hire.

A minimum of two years of experience in an Early Childhood Education setting is required. Strong understanding of the Head Start Program Performance Standards along with demonstrated understanding of infant and early childhood mental health consultation practices within these standards.

Strong knowledge of child growth, development, and early childhood education theories and principles is necessary. Familiarity with various Early Childhood Education curriculums, assessment systems, and lesson planning. Experience with Creative Curriculum and Teaching Strategies Gold strongly preferred. Communicate effectively and function well with parents, staff, and various professional community groups.

Experience in working with culturally diverse populations and commitment to upholding the values of diversity, equity, inclusion, and belonging.

Strong analytical, communication (both written and verbal), interpersonal, and organizational skills.

Ability to work independently and collaborate as a member of a team.

Must understand Head Start/Early Head Start Performance Standards and local licensing requirements. Ability to establish and maintain harmonious working relationships with others and the public. Careful attention to detail is required.

#### **Language Skills:**

Bilingual in Spanish preferred.

#### **Computer Literacy & Knowledge Skills Abilities:**

Word processing; spreadsheets; internet skills; data entry skills and managing Microsoft applications to facilitate communication. Preferred knowledge of ChildPlus or other online database systems.

#### **Mathematical Skills:**

Basic mathematical skills are required.

#### **Operating Environment and Working Relationships:**

Ability to work within an interdisciplinary team as a cooperative and supportive team member. Ability to establish relationships with families from diverse backgrounds. Knowledge of Head Start Program Performance Standards preferred. Must understand the scope of community resources and how they can meet the needs of children and families served. Knowledge of community resources and capacity to develop community cooperation to ensure families receive comprehensive services. Knowledge of Head Start Program Performance Standards preferred.

#### **Decision Making Authority:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret various instructions furnished in written, oral, or

scheduled form and convey needed information with stakeholders to improve early learning experience for children/families.

**People Management:**

Ability to use reflective practices and leadership to guide and support staff.

**Remote Work/Technology (WIFI)/Mobile Phone Usage:**

Flex work arrangement. A personal mobile phone is not required and therefore not eligible for mobile phone reimbursement.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to use hands. Must be able to lift and carry 25lbs.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Other:**

Required to have a personal cellphone and be able to respond during working and non-working hours. Casa Central has a Personal Cellphone Usage Policy that includes a reimbursement amount.

**Disclaimer:**

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

**I acknowledge and understand that:**

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

**Employee Signature/ Firma de Empleado:** \_\_\_\_\_

**Date/ Fecha:** \_\_\_\_\_

