

Missouri Ozarks Community Action

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|-------------------|--|--------------|---|--------------|------------|
| Job title | <i>MENTAL HEALTH PROFESSIONAL</i> | Grade | 9 | Class | Non-Exempt |
| Reports to | <i>EARLY/HEAD START PROGRAM DIRECTOR</i> | Step | | Unit | HEAD START |

Job purpose

The Mental Health Professional (MHP) is responsible for providing early childhood mental health consultation support to Head Start staff, children, and families. The MHP will provide a broad range of services, including early childhood mental health consultation in classrooms and through home visits; training staff; screening, assessment and referral services; and providing staff and parent trainings. The MHP will also collect data, maintain records, and support compliance in all facets of Head Start Performance Standards and State regulations.

This position involves interpretation of complex laws and regulations, as well as collaboration with other organizations that provide services to children with disabilities. This position is supervised by the Early/Head Start Program Director.

Duties and responsibilities

Job Specific:

1. Responsible for monitoring, interpreting Performance Standards and creating policies and procedures for mental health.
2. Provide child development information related to social-emotional development and mental health
3. Provide guidance to staff on selecting, implementing, and interpreting social-emotional screening and assessment tools and findings
4. Provide written and oral observations and strengths-based feedback to classrooms and home visitors.
5. Conduct observations and assessments of individual children as assigned or referred for consultation
6. Conduct standardized developmental, behavioral, and/or social-emotional screens and assessments for individual children as assigned or referred for consultation
7. Meet with families to consult on child and family needs and create and/or follow-up plans to support these needs
8. Provide consultation on child and family therapeutic services for staff, children, and families
9. Provide child and family referral and follow-up to community services
10. Conduct home visits to support the mental health needs of families and children
11. Provide guidance and model developmentally appropriate activities and effective ways to work with and support young children
12. Visit each classroom regularly
13. Meet with classroom teams and family advocates to review classroom observations and develop and implement plans as needed
14. Recruit participants for parent trainings
15. Coordinate and facilitate parent training
16. Model, coach, and provide strategies to staff when supporting families and children who are or have experienced trauma
17. Meet with families and staff offering support and referrals to those who are or have experienced trauma
18. Participate and consult in the creation and meetings for any behavior plans
19. Mental Health Professional will assist the program to implement strategies to identify and support children with mental health and social and emotional concerns
20. Mental Health Professional will assist teachers to improve classroom management and teacher practices through strategies that include using classroom observations and consultations to address teacher and individual child needs and creating physical and cultural environments that promote positive mental health and social and emotional functioning
21. Mental Health Professional will assist other staff, including home visitors, to meet children's mental health and social and emotional needs through strategies that include observation and consultation
22. Mental Health Professional will assist staff to address prevalent child mental health concerns, including internalizing problems such as appearing withdrawn and externalizing problems such as challenging behaviors; and
23. Mental Health Professional will assist in helping both parents and staff to understand mental health and access mental health interventions, if needed.
24. Mental Health Professional will assist in the implementation of the policies to limit suspension and prohibit expulsion.

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25. Consult in any other mental health related areas as deemed appropriate to ensure that MOCA Head Start supports the Mental Health for all participants families, children, and staff.
26. Sustain or acquire adequate transportation to use for site visits, consultations, home visits, meetings, trainings, and other work-related business (within service area as well as out of town trainings)

General Duties:

27. Assist in identifying and recruiting prospective families and volunteers for Head Start
28. Participates in management staff meetings, or obtain meeting information, and attends trainings, as needed
29. Participates in the planning and implementation of the annual self-assessment process
30. Submits required program reports in an accurate and timely fashion
31. Ensure that PIR reporting is accurate
32. Maintain and update policies procedures and handbooks per Federal/State regulations, agency directives and guidelines.
33. Provides assistance and administrative support to the Head Start Program Director as necessary
34. Plan and/or conduct staff professional development
35. Contributes to the development of program proposals and Community Assessment, as requested
36. Ensures the maintenance of required program records and follows the MOCA Head Start Record Retention policy and procedure
37. Participates in annual strategic planning processes
38. Participates in annual budget planning processes.
39. Work in cooperation toward common goals with all other areas (Education/Disabilities/ Mental Health/Health/Nutrition/PFCE/Facilities & Transportation/ERSEA) within Early/Head Start Program.
40. Perform other duties and tasks as assigned or needed.

Integrity

1. Ensure confidentiality of customers, agency, and co-workers.
2. Understand and promote the goals and philosophy of Head Start.
3. Has general knowledge of and adheres to Head Start performance standards and the agency's mission statement.
4. Adheres to the MOCA Standards of Conduct and the NAEYC Code of Ethical Conduct.
5. Establish and maintain good working relations with other service providers, including co-workers and community.
6. Become familiar with MOCA's Personnel Policy manual and follow policies outlined therein.
7. Adhere to MOCA policies and procedures, and Head Start policies and procedures.
8. Represent MOCA, its policies and point of view while interacting with other agencies and individuals.
9. Attend all staff meetings and required trainings.
10. Recognizes and understands the functions of Parent Committee, cooperates with committees, and Head Start Policy Council.
11. Works the number of hours designated in personnel action, reports absences to immediate supervisor at least two hours prior to scheduled shift.
12. Reports to work area ready to begin work at the assigned time.

Preferred Qualifications

1. Master's Degree, preferably in Social Work, Psychology, Counseling, or related field with an understanding of early childhood mental health
2. Must be a Licensed Professional Counselor (LPC) or Licensed Clinical Social Worker (LCSW)
3. Adheres to state and federal licensing guidelines, regarding licensure requirements.
4. Obtain and/or maintain First Aid and CPR certification
5. A physical examination including a TB Test must be completed within 30 days of employment
6. Driver's License; a copy of operator's license, insurance and valid vehicle license is kept on file
7. Experience in serving young (birth to age 5) and their families to include pregnant and post-partum women.
8. Experience formulating and writing assessments and support plans for young children
9. Experience with evidence-based practices and curricula to promote early childhood mental health

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10. Excellent oral, written and computer communication skills
11. Continuous and ongoing pursuit of improved education and credentials are requirements of this position
12. Knowledge and experience working with a trauma informed approach
13. Ability to work in a professional manner both independently and with others in a team environment
14. Ability to work well with an ethnically and linguistically diverse population 09/2020 gm Reviewed 05/2015 PC Approved
15. Ability to communicate through written and spoken language using e-mail, phone, fax, etc.
16. Ability to read, analyze, and interpret program performance standards
17. Ability to effectively present information and respond to questions from groups of managers, families, community and the general public
18. Working knowledge of local community resources related to component area
19. Excellent verbal and written communication and human relations skills
20. Strong organizational skills, with the ability to monitor and prioritize work load and meet strict deadlines with attention to detail and accuracy
21. Strong computer skills: word processing, spreadsheets, accounting software, e-mail and internet
22. Knowledge of the local social service system.
23. Impeccable customer service skills.
24. Possess excellent communication skills (writing, spelling, listening, and speaking).
25. Ability to communicate and work with a variety of people from diverse backgrounds.
26. Working knowledge of Community Action and its programs.
27. Cooperate as a team member.
28. Ability to work without close supervision.
29. Utilize time management techniques.
30. Proficiency in word processing, spreadsheet, database, and presentation software.
31. Demonstrate knowledge and good judgment in matters of policy and procedure.

Minimum requirements

1. Must be a Licensed Professional Counselor (LPC) or Licensed Clinical Social Worker (LCSW).With knowledge and experience with young children from birth to age five.
2. Knowledge of developmentally appropriate practices, diagnostic tests screening tools and assessments, and laws protecting individuals with disabilities.
3. Has understanding of IDEA and IEP process.
4. Obtain and/or maintain First Aid and CPR certification
5. Ability to communicate effectively in both written and oral form.
6. Possess basic math skills.
7. Exceptional organizational skills, and ability to meet strict deadlines with attention to detail and accuracy. To efficiently determine priorities of a complex work load.
8. Ability to compute rate, ration and percent and to draw and interpret bar graphs.
9. Continuous and ongoing pursuit of improved education and credentials of this position.
10. Medical examination report on file within thirty (30) days of beginning work in the facility. The medical examination report shall include either a Tuberculosis (TB) Risk Assessment form, completed and signed by a health care professional, or a negative tuberculin skin test (TST) completed not more that twelve (12) months before beginning work in the facility.
11. Demonstrate dependable transportation, current insurance, and valid driver's license and may be required to possess a Class E or Chauffeurs license.
12. Able to travel out of area on occasion for training; trips of two to five days.

Direct reports

Not applicable

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Equal Employment Opportunity Statement

Missouri Ozarks Community Action (MOCA) provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by local, state, or federal law.

Employee Acknowledgement

While performing the duties of this job, the employee is regularly required to reach with hands and arms. Required to stand, walk, use hands to finger, handle or feel, climb or balance. Stoop, kneel, crouch or crawl. Must be able to regularly lift and/or move up to 50 lbs. Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception and ability to adjust focus.

Employee is frequently exposed to outside weather conditions to include extreme heat/cold, and humidity. Noise level is usually moderate. Employee may be exposed to moving mechanical parts.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Offers of employment are conditional pending state and federal criminal background check and a drug screen.

I have received a copy of my job description, and have an understanding of the duties and responsibilities listed wherein. I agree to abide by all rules stated in the MOCA Personnel Policy Manual regarding conduct and working conditions not described in this job description.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Director Signature: _____ Date: _____