

SHASTA HEAD START CHILD DEVELOPMENT, INC

Mental Health Specialist

Supervisor: Disabilities and Mental Health Manager

Classification: Non-Exempt

Mission:

Shasta Head Start is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary:

Augment the quality of SHS mental health services by maintaining a regular schedule of on-site mental health consultation on how to design and implement program practices responsive to the identified behavioral and mental health concerns of individual children or groups of children. Assess child mental health concerns and determine appropriate mental health care and follow-up in accordance with Head Start Performance Standards and California state requirements. Work in conjunction with program content areas as needed to ensure a holistic approach.

Essential Duties and Responsibilities:

- Ensure efficient system and schedule for site visits to complete child observations as needed to ensure access to mental health services for all sites.
- Observe and evaluate children's mental health needs. Provide written interpretation and/or feedback to the appropriate staff and parents. A copy of all evaluations or plans of action will be made a part of the child's file.
- Determine the need for more extensive mental health follow-up and provide guidance on how to use mental health findings to address identified needs.
- Analyze and report on mental health information and year-end mental health outcomes.
- Provide mental health education to parents of children enrolled in the SHS program by participating in parent meetings, home visits, or other methods determined effective.
- Provide case conferencing and consultation opportunities for staff regarding family dynamics, children's mental health and behavior issues.
- Plan and prepare mental health education trainings on determined topics or as requested.
- Facilitate child success team meetings with the support of the disabilities and mental health department.
- Attend required meetings; department meetings, team meetings, positive behavior support planning, and IEP/IFSP's as needed.
- Communicate with mental health professionals as needed for input or clarifications.
- Make home visits to enrolled prenatal and postpartum families as requested to ensure the health and well-being of mother and baby.
- Travel as needed within the SHS service area.

Maintain Professional and Ethical Standards:

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct

Qualifications

- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Communicating effectively in writing as appropriate for the needs of the audience.
- The ability to communicate information and ideas in speaking so others will understand.
- Ability to travel throughout SHS catchment area.
- Ability to understand and apply applicable regulations, Performance Standards, Community Care Licensing and State of California requirements.

Education and Experience

Required

Master’s Degree in mental health related field and valid MFT or LCSW license to practice as a mental health professional, licensed for a minimum of 2 years with at least 3 years of experience with children 0-5 years, training in 0-5 mental health, and adequately insured.

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 accommodations 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; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

Employee (Print)

Employee Signature _____

Date _____

Supervisors Signature _____

Date _____

Supervisors Title _____