POSITION SPECIFICATION

POSITION TITLE:	**Mental Health Coordinator**
POSITION CLASSIFICATION :	**Non-Exempt Employee**
SALARY RANGE:	**$38.00 / hour, 28 hours per week**

QUALIFICATIONS:

Individuals should have a master's degree in social work, psychology, counseling, or related field. A social worker, psychologist, professional counselor or mental health counselor or clinical license with experience in early childhood health, mental health, and development as well as with families. Must be licensed or certified. Clearance from New York State Central Registry of child Abuse and maltreatment and New York State Criminal Background check required. Additionally, a preemployment physical and tuberculin screening is required upon hire and every two years thereafter.

POSITION SUMMARY

Plan, develop and implement mental health services for Head Start children, their families, and staff (as needed) to provide quality mental health services and consult with Head Start staff to meet the emotional needs of Head Start children. Work in conjunction with Head Start staff to make appropriate referrals to existing community mental health resources. Observe and document Head Start classrooms minimally two times yearly, and once a year for Home Based Socialization experiences. Discuss with staff and families' behavioral strategies for children when needed. Document observations, strategies, and recommendations on the Mental Health observation form. **Due to the nature of this position, a hybrid remote work situation may be considered at the discretion of management.**

Supervisor:

The Mental Health Coordinator is directly responsible to the Assistant Head Start Director and the CDP Executive/Head Start Director.

Critical Elements:

1. Offer in service education for Head Start staff.
2. Observe children and consult with Head Start staff to meet the emotional needs of children.
3. Consult with Head Start parents and families to assist with their mental health and parenting needs.
4. Work in conjunction with Head Start staff to make appropriate referrals to existing community mental health resources.
5. Offer necessary mental health and counseling services to Head Start staff.
6. Provide crisis intervention as needed to children in trauma, through immediate intervention, home visits etc.
7. Participate in the coordination of behavioral and social emotional policies and procedures.

8. Participate in weekly administrative meetings as well as with other agencies providing services to families, as warranted.
9. Assist in developing and participating in Health Advisory meetings three times a year.

General Responsibilities:

1. Provide 1:1 modeling to promote children's social/emotional health during classroom experiences as well as small and large group activities.
2. Offer workshops to parents as requested by Head Start staff on topics such as discipline and children's development, mental health and social emotional issues.
3. Provide support and guidance to individual staff as needed with the permission of the Executive Director when issues affect job performance.
4. Understand the CPSE process as needed for children with behavior and developmental issues.
5. Support parents as needed when a child needs a more in-depth evaluation for behavioral or development delays.
6. Any other assigned duties as necessary to deliver services and support the mission of Head Start and this Agency.

This job description is not intended to be all-inclusive. The Mental Health Coordinator will perform other reasonably related business tasks/duties as assigned by the Assistant Head Start Director, CDP Executive/Head Start Director and/or as assigned in the Program's Integrated Plan.

This organization reserves the right to revise/alter job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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Staff Signature Date

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Print Name

January 24, 2024
Policy Council Approved: February 14, 2024
Board of Director Approved: February 21, 2024