

Title: Early Head Start Mental Health Manager

Reports to: Vice President of the Early Head Start Program

Date: June 2016

Department: EHS

FLSA Status: Exempt

#### Job Summary:

The Early Head Start Mental Health Manager will provide the social emotional direction and mental health well-being for the Early Head Start Child Care Partnership program. S/he will set and oversee the implementation of all mental health services for the program. Through consultation and modeling, the Mental Health Manager will support teachers and families with developing and implementing strategies that promote and positively influence an infant or toddler's social and emotional development. The Mental Health Manager will develop community partnerships by engaging diverse partners and community leaders to implement Head Start Performance Standards. S/he will demonstrate a commitment to early childhood best practices and innovation.

#### Essential Duties and Responsibilities:

- Serve as the lead for the coordination and implementation of all mental health services for infants, toddlers and their families enrolled in the Early Head Start Child Care Partnership program
- Design and implement a regular schedule of on-site mental health consultation involving mental health professionals, program staff, and parents that is responsive to behavioral and mental health concerns of an individual child or group of children
- Conduct classroom and individual observations as required
- Develop and implement strategies to promote children's mental wellness by providing group and individual staff and parent education on mental health issues
- Develop proactive systems and processes for assessing the social and emotional needs of children, identifying high risk behaviors, and providing individualized support as needed
- Assist in providing appropriate support for children with atypical behavior or development, utilizing other community mental health resources, as needed
- Support individualized Early Childhood Mental Health Consultation for young children with concerning behaviors
- Support individualized mental health support for parents, guardians or other caregivers to ensure their mental health needs are addressed
- Develop responsive services to immediately respond to families in crisis with services that will meet the needs of the children, parents/guardians, and others affected the situation
- Create appropriate systems and policies that support and promote mental well-being through a nurturing and emotionally healthy environment.
- Ensure appropriate documentation through the Program Information Report (PIR) and Office of Head Start Monitoring Instrument.
- Develop an ongoing system of monitoring to ensure compliance with federal, state, and local regulations.
- Develop and monitor appropriate service area plan
- Monitor, track, oversee and assure confidentiality of all records
- Work closely with all Head Start content area managers and corresponding staff
- Co-develop and monitor relevant budgets, plans and strategies for the mental health activities
- Develop, direct and coordinate the hiring, training, and evaluation of the program staff in partnership with relevant staff.
- Responsible for the use of an agency paid cell phone, laptop, and/or other technological devices.
- Responsible for the content of the Manager's departmental related portion of the ELC website and the maintenance/accuracy of that content
- Performs related duties as required

#### Skills and Abilities:

- Accountability
- Must be pro-active to the needs of the program
- Excellent interpersonal skills that support constructive workplace relationships and teamwork
- Public Speaking skills

- Prior management experience required
- Excellent communication skills, both written and oral
- Ability to work effectively with a diverse population
- Spanish language ability helpful but not required

Computer Equipment and Software  
Requirements:

- Microsoft Office Suite

Education and Experience  
Required:

- Licensed or certified mental health professionals with experience and expertise in serving young children and their families
- Bachelor's degree required; master's preferred.
- Experience providing for the mental health services of low-income children and families
- Knowledge of treatment strategies in the areas of child behavior management and family crisis intervention
- Leadership and training skills
- Thorough knowledge and ability to keep up-to-date on State/Federal regulations and Head Start performance standards and practices
- Superior communication and interpersonal skills highly desirable; must be highly self-motivated and self-directing

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 frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust

focus. Work Environment:

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.