



Disabilities/Mental Health Coordinator

Date: 08/06/2018

Reports to: Assistant Head Start Director

Classification: Full-time

Department: Early Childhood Services

Status: Non - Exempt

POSITION SUMMARY:

Ensure Disabilities and Mental Health Services are provided that meet or exceed State Licensing, Head Start Performance Standards, and IDEA regulations. Provide staff and parents with training on advocacy, IDEA and community resources. Work effectively with community partners to build strong effective collaborations which results in effective high quality service delivery to children and families.

ESSENTIAL FUNCTIONS:

- Promote excellence in daily program operations that support the provision of quality services for children and families, and a learning environment where all staff can thrive
- Ensure Disabilities and Mental Health Services are provided that meet or exceed State Licensing, Head Start Performance Standards, and IDEA regulations
- Ensure on-going recruitment of eligible families with children with IEP's and IFSP's
- Responsible to ensure that overall program meets the enrollment expectation of 10% of enrollment of children with identified special needs
- Be knowledgeable of community and program resources to support staff in referring families for needed services
- Ensure staff knowledge and competency in regard to Performance Standards, Policies and Procedures, Positive Behavior Support (PBS), Ages & Stages, referral to community partners and access of community services in regards to children with identified special needs
- Utilize Positive Behavior Support (PBS) strategies to prevent and defuse disruptive behavior
- Be a resource to support staff in implementing PBS with children and families
- Provide all training, mentoring, and coaching as needed for individual staff members to achieve competency in implementation of Special Education services
- Ensure that all staff provide customer driven services, supporting the parent(s) as the first and most important teacher for their child
- Identify programmatic barriers that prohibit optimal development of parents as their child's teacher and aid in the development of strategies to remove those barriers
- Responsible for coordinating services with contracted special education providers and ancillary services
- Ensure coordination of programming through positive relationships with all partners
- Lead implementation and compliance of specific sub-parts of Head Start Performance Standards as assigned.
- Assist with the Annual Program Information Report (PIR)
- Serve as a member of Head Start Management Team and attend scheduled meetings
- Coordinate mental health services and ensure implementation of mental health programming through positive relationships
- Track all data related to the delivery of services to children with special needs or mental health issues
- Ensure completion of Quality Assurance process on a monthly basis
- Review all consultation notes from mental health consultants and discuss any related issues with the appropriate Program Manager
- Plan, coordinate, and conduct Mental Health Advisory Committee meetings as scheduled
- Comply with Head Start Performance Standards
- Update policies and procedures related to special needs and mental health as scheduled
- Assist with the annually conducted Self Assessment
- Respect and support cultural differences and diverse family structures
- Demonstrate good work habits such as arriving on time and adhering to appropriate break times
- Attend mandatory In-Service trainings and staff meetings
- Responsible to report any suspected abuse or neglect to appropriate authority

- Travel within agency service area with occasional out of area trips for training
- Ability to work unconventional business hours
- Advocate for Head Start in the community
- Maintain and assure confidentiality and privacy of SEK-CAP customers
- Uphold and promote the core values and mission statement of SEK-CAP
- Support management decisions both in actions and words
- Other duties as assigned

KNOWLEDGE AND EXPERIENCE:

Essential:

- Basic computer skills on IBM compatible P.C. systems and software
- Basic operation skills of general office equipment such as photocopiers, faxes, and phone systems
- Superior interpersonal skills. Ability to get along with diverse personalities; tactful, mature, and flexible
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly both orally and in writing
- Resourceful and well organized self-starter, needing minimal supervision
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers
- Ability to learn and adapt

Desired:

- Knowledge of Head Start Performance Standards/State Licensing requirements
- Knowledge of area resources
-

EDUCATION AND QUALIFICATIONS:

- Minimum of Bachelor's degree Special Education or Psychology, Masters degree in Early Childhood Special Education preferred
- Minimum of two year experience working in the field of Special Education or Mental Health is preferred
- Minimum two years experience working with Behavior Management/Early Childhood education is preferred
- Successfully complete a physical exam and TB skin test before beginning employment and every three years thereafter, with the exception of a diagnosed medical condition requiring annual exams
- Obtain First Aid card and CPR certification
- Possess current, valid driver's license and meet agency insurance underwriting guidelines
- Submit to and pass standard criminal history check
- Submit to and pass standard drug screen test

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands and work environment 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.

- Use hands to finger, handle, or feel
- Reach with hands and arms
- Sit or occasionally stand; walk and stoop, kneel, or crouch
- Regularly lift and/or move up to ten pounds
- Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus
- Occasional exposure to wet and/or humid conditions
- Outside weather conditions
- Extreme cold and extreme heat
- Noise level is usually quiet to moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

Supervisor Signature

Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

Employee Signature

Date