

TRI-COUNTY COMMUNITY ACTION INC.
PROJECT HEAD START & EARLY HEAD START
JOB DESCRIPTION

JOB TITLE: Mental Health Coordinator

DEPARTMENT: Head Start Birth to Five Program

CLASSIFICATION: Full Time; Non-exempt

GENERAL DESCRIPTION: The Mental Health Services Coordinator will be responsible for ensuring the delivery of mental health services to enrolled children, infants, toddlers, and pregnant women. He/she will work closely with other staff, parents, professionals, and other Tri-County Staff in implementing the mental health program under the Special Services Manager.

Qualifications: A.S. or A.A. is mandatory. Some college credit is needed in the fields of early childhood development, health, mental health education, psychology, or social work.

The person filling this position must possess the poise to speak before groups (parent, policy committees and civic organizations, etc.). The coordinator must possess use of language, both written and spoken. The coordinator must have the ability to develop and maintain good relations between the Head Start program and area resource agencies in providing services to young children and families. The coordinator must be able to empathize with parents of enrolled children and be able to act as their advocate in securing needed services. This person must be trustworthy, creative and resourceful, have a warm personality, and be able to establish open relationships with children, staff, and parents. The coordinator must have the ability to organize time and tasks, must be willing to accept and profit by supervision, and be willing to accept new ideas and learn new methods for implementing job duties. Must be willing to travel and have some overnight travel at times if needed for training purposes.

EXPERIENCE: Experience working with groups and professionals demonstrating mental health services is a plus. Knowledge of community organizations and resource agencies is helpful.

DUTIES:

- Assist with securing contracts with the appropriate agencies to deliver mental health services to the program. Make sure the consultant will be available to complete tasks as stipulated in the performance standards.
- Maintain accurate records. Document all diagnosis, referral, and follow-up treatments. Using the Child Plus software program, ensure maintenance of an

efficient, confidential, and centralized record –keeping system for entire service area to track all services for mental health.

- Assure that confidentiality is maintained at all times.
- Ensure compliance with Head Start Performance Standards.
- Assist with screenings, and arrange for other needed follow-up services, in order to correct any condition that could inhibit the child’s ability to learn or function, insofar as the budget will allow.
- Orient and work closely with the Health Services Advisory Committee – attend all committee meetings, evaluate and report on provision of mental health services.
- Invite local agencies that provide mental health services to children to Committee meetings.
- Maintain home contact to inform parents of all special services performed. Explain diplomatically certain precautions or treatment necessary to child’s health and education. Encourage parents to accompany child for mental health services.
- Assist with needed mental health education for staff, children and parents as required by Head Start Performance Standards.
- Plan workshops on mental health issues to meet those needs.
- Provide special services related training to parents, staff and children. Arrange for appropriate pre-service mental health training for Head Start staff.
- Provide parents, staff, and children with workshops on mental health and special services.
- Link the family and child into an ongoing continuous care system.
- Work closely with all State/County/City Health Departments and Private Agencies.
- Identify and utilize state and local resources for the mental health program.
- Check lesson plans for individualization including mental health related activities.
- Perform any other assigned tasks relevant to the effective operation of the program.
- Meet with Head Start Managers and professionals to evaluate result of initial evaluation of children who have been referred by teaching staff.
- Attend Head Start meetings as needed.
- Provide Ongoing Monitoring Tool to Assistant Head Start Director monthly for Mental Health Services.
- Serve as an advocate for the children and families in the Head Start program.
- Make referrals for Head Start staff and families as needed.
- Assist with updating the Mental Health Plan and policies annually.
- Receive written permission from parent before providing mental health services.

- Responsible for coordinating observation visits of specific children with teaching staff and consultants.
- Responsible for documentation and follow-up of all mental health services.
- Must be able to lift or move 20 to 25 pounds if needed.
- Check billing against records of professional services rendered to exercise budget control.
- Must possess a valid Texas driver's license and be insurable by the agency's insurance company.
- Regular working hours are 8:00 a.m. until 4:30 p.m. Any schedule variation must be approved by supervisor.
- Send out bid letters to licensed Mental Health Professionals.
- Ensure that needed consent forms for Mental Health section are in place for all children before any observation or assessment is conducted.
- Ensure that social/emotional screening is conducted on all children within 45 days of entry into the Head Start or Early Head Start program.
- Ensure that proper/current consent forms are in place for children with special needs.
- Have the ability to conduct one's self in a manner that relates to TCCA Policies and Procedures both on and off the job.
- Performs any other assigned tasks relevant to the effective operating of the program or other tasks assigned by supervisor.
- Follow the four agency Behavior Competencies: Integrity, Teamwork, Professionalism and Compassion.

SUPRVISORY DUTIES:

None

IMMEDIATE SUPERVISOR:

Special Services Manager

Signature: _____ Date: _____