



JOB DESCRIPTION

Infant & Early Childhood Mental Health Case Manager

Program: Infant Mental Health Program

Office Location: 829 S Broadway and 901 S Broadway Hobart OK, & 111 Sequoyah Altus OK

Functional Description:

The Infant and Early Childhood Mental Health Case Manager serves as a Maternal & Early Childhood Liaison, supporting pregnant individuals, caregivers, and children from birth through age five. This role focuses on strengthening maternal well-being, promoting healthy child development, and preparing children for school readiness. Through a combination of case management, education, and community engagement, the case manager works to ensure families have access to critical health, social, and developmental supports.

Examples of Duties Performed:

- Provide case management and support services to pregnant and postpartum individuals, parents, and caregivers of children ages 0–5.
- Educate families on prenatal and postpartum health, parenting skills, developmental milestones, and early learning opportunities.
- Support healthy parent-child bonding and address perinatal mood and anxiety disorders (PMADs) as well as early childhood mental health concerns.
- Connect families with community resources such as early intervention services, Head Start, childcare, health care, and social supports.
- Collaborate with hospitals, childcare centers, early learning programs, and community organizations to enhance service coordination.
- Plan and participate in parenting workshops, school readiness events, and early childhood coalition activities.
- Maintain accurate records, case notes, and documentation in compliance with agency and funder requirements.
- Promote a whole-child and whole-family approach to service delivery, integrating health, development, education, and social support systems.
- Provide individualized support to mothers, caregivers, and families during pregnancy, postpartum, and early childhood years.
- Educate families on prenatal care, postpartum health, infant/child development, safe sleep, early learning, positive parenting practices, Circle of Security, Mothers and Babies, Infant Massage, and others if advised.
- Screen, assess and support families for perinatal mood and anxiety disorders (PMADs), developmental concerns, and social-emotional needs.
- Encourage secure parent-child attachment and model responsive caregiving strategies.
- Serve as a liaison between families and healthcare, early intervention, and community providers.
- Support families in accessing medical, behavioral health, early childhood education, and social service systems.; Assist with navigation of programs such as WIC, Medicaid, Head Start/Early Head Start, childcare, and housing supports.
- Advocate for family-centered, culturally responsive, and trauma-informed care.
- Build and maintain strong partnerships with hospitals, clinics, early childhood systems, child welfare, and social service agencies.
- Conduct outreach and provide education about available services to families, providers, and the broader community.
- Assist in the coordination of events and partnerships in an effort to raise awareness of program services components and recruit eligible clients.

- Represent GPYFS in community collaborations and events as directed by supervisor.
- Assist and document public awareness activities, especially Child Abuse Prevention Month activities and Maternal Mental Health Awareness Month.
- Complete all training required by Sunbeam to ensure compliance with OSDH Choosing Childbirth Guidelines
- Facilitate and attend regular meetings, trainings, and evidence-based educational classes to engage in intentional and collaborative problem solving and resource connection with clients.
- Complete accurate documentation of client contacts, referrals, and outcomes in ETO and Extended Reach.
- Monitor client progress, follow up on referrals, and support families in achieving individualized goals.
- Assist with program evaluation, reporting requirements, and quality improvement efforts.
- Maintain confidentiality in compliance with HIPAA and organizational policies.
- Attend staff meetings, ongoing professional development, reflective supervision set forth by Sunbeam.
- Provide consistent coverage and assistance to the front desk and reception areas to assist with direct client coordination.
- Promote culturally sensitive practice. Travel locally as required in the performance of responsibilities.
- Perform other duties as assigned by clinical director and/or executive director.

Immediate Supervisor:

Executive Director; and Sandy Bourgeois, MEd, LPC-S [Clinical Supervisor] for IMH Work

Education and Experience Requirements:

Bachelor’s degree preferred; Associate degree required as a minimum in behavioral health; social work, early childhood or public health field. Minimum of 2 years’ experience in maternal and child health, early childhood, case management, or community health; experience working with diverse populations, particular families impacted by poverty, trauma, or systemic barriers. Must have the ability to interact with others effectively and professionally. Must be able to prioritize a heavy workload in a multi-tasked environment, maintain confidentiality, pay close attention to detail, and interact with an interdepartmental organization. Must have excellent editing skills and writing skills. Other skills include:

- Ability to communicate effectively and maintain professional confidentiality and ethics.
- Valid driver’s license, automobile insurance, and own a vehicle for travel
- Flexible work schedule, as occasional meetings and special events will be in the evenings and possibly weekends.
- High quality verbal, non-verbal and written communication skills.
- Demonstrate good judgment, maintain professionalism, and positively represent GPYFS.
- Experience in early childhood education, parenting support, family case management, or maternal/child health strongly preferred.
- Knowledge of child development, parenting strategies, maternal mental health, and school readiness practices.
- Strong communication and relationship-building skills with diverse families and community partners.
- Ability to work independently, manage caseloads, and provide services both in-home and in community settings.
- Demonstrates excellent time management and organizational skills, consistently arriving on time for client appointments and maintaining a high level of reliability and professionalism.
- Commitment to trauma-informed, strengths-based, and culturally responsive care.

Time allocations:

30% Documentation & Reporting 70% Direct Assistant IMH Clients

GPYFS Administrative Office
901 S. Broadway
Hobart, OK 73651
580.726.3383

Family Resource Center
829 S. Broadway
Hobart, OK 73651
580.682.9761

GPYFS Early Learning Center
915 N. Broadway
Hobart, OK 73651
580.682.9676

GPYFS Altus Office
Family Resource Center
111 Sequoyah Lane
Altus, OK 73521
580.379.0203