

**MONTEREY COUNTY OFFICE OF EDUCATION
HEAD START PROGRAM**

COORDINATOR, MENTAL HEALTH AND DISABILITIES

CLASSIFICATION: **Classified Management**
SALARY LEVEL: **CI – IV**
WORK YEAR: **12 Months**

DEFINITION

Under general direction, coordinates Head Start and Early Head Start Mental Health and Disabilities Services. Implements and monitors the Mental Health and Disabilities Service areas regarding services to children and families, per ACYF Performance Standards and the Current Written Plan.. Supervise the preparation and update the service area plan of EHS and Head Start programs in cooperation with staff and parents. Maintains the State Licensing requirements. And other related duties as assigned.

SUPERVISOR

Head Start Program Director

POSITION SUPERVISED

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLES OF DUTIES:

Mental Health:

- Implement a comprehensive system of mental health prevention and disability awareness for children and families.
- Provides mental health and disability awareness and education to staff.
- Assist teachers to provide support for all children participating in the program to reach the overall goal of social competence through the acquisition of developmentally appropriate emotional, cognitive, behavioral and social skills.
- Ensures mental health and disability services and procedures are thoroughly reviewed, including forms, screening tools, and monitoring instruments.
- Builds collaborative relationships among children, families, staff, mental health professionals, and the community.
- Monitors compliance of Program Standards for both Mental Health and Disability services.
- Enhances awareness and understanding of mental wellness to staff and families and demonstrates the contribution that mental health information and services can make to the wellness of all children and families.
- Implement, organize and develop a training curriculum for staff to create a positive attitude toward mental health and disability services
- Receive and follow-up with in- house referrals.
- Secure services of mental health professionals.
- Develop a regular schedule of on-site mental health consultations by professionals.
- Prepare and monitor an annual written plan for recordkeeping and reporting of self-

assessment, as it relates to Mental Health and Disabilities.

- Provides resources for children with mental/behavioral concerns, as well as all children with special emotional circumstances.
- Trains Mental Health Consultants and Program Administrators in the areas of mental health in the preschool – classroom, behavioral management, observation techniques, and teacher planning.
- Identify children with special needs and coordinate their services with special education.
- Attend IEP's when needed; and assist the teacher in how to implement the child's IEP in the classroom.
- Ensure the follow-up with families referred to community agencies in order to schedule a mental health consultation/further evaluation.
- Ensures input is received from the Management Team, staff, and families as to the need and and type of service that should be provided.
- Works with the Director to ensure that Mental Health Disabilities is coordinated throughout all services and systems.
- Provides assurance that after children are properly screened that they receive appropriate referral to a qualified Mental Health or Disability provider.

DISABILITY SERVICES:

- Participates with the Child Development Coordinators and the Parent and Family Service Coordinator in the outreach and recruitment plan to ensure enrollment of at least ten percent (10%) of children with special needs into the program.
- Consults with staff and parents regarding children with special needs; provides training and resource material for staff and parents.
- Coordinates program staff attendance at the IEP and IFSP meetings for Head Start/ Early Head Start children.
- Visits program sites that serve identified children to ensure that staff is receiving regular support services.
- Assist in the development and monitoring of the Disability Service Budget in accordance with Head Start and Early Head Start policies.
- Recommends the purchase of special equipment and material.
- Ensures the provisions of special education laws are fulfilled to the fullest extent possible (Part B & C)
- Participates as an advocate for Head Start/ Early Head Start families and other children with disabilities by attending community meetings relating to special education.

OTHER DUTIES:

- Participates in screening and the interview of prospective personnel and recommends for hire.
- Participates in the annual program self-assessment and develops improvement plans, as necessary.
- Participates in the collection, data entry and up-dates of the Mental Health information of the Child Plus data base.
- Conducts home visits.
- Designs and conducts, or arranges for, mental health education for parents and staff.
- Communicates with all regulatory agencies.
- Serves as a liaison to the mental health community and acts as an advocate for children and family mental health; and special needs.
- Establishes working relationship with local providers.
- Performs other tasks as required.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions; Manual dexterity sufficient to write, use telephone, business machines, and drive an automobile; Vision sufficient to read printed materials; Hearing sufficient to conduct in person and telephone conversations; Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; Physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead; Physical mobility sufficient to move about the work environment (office, District, from school or home site to site), drive an automobile, respond to emergency situations; Physical strength sufficient to lift fifty (50) pounds; Physical stamina sufficient to sit for prolonged periods of time; Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

- Possess a Bachelor's Degree in a related field, i.e. Mental Health, Disability Services or Social Services.
- Three years experience in a position of responsibility in the field of health services.
- Ability to work effectively with individuals of diverse educational, socio-economic and cultural backgrounds
- Ability to review, evaluate, and interpret technical forms and reports related to Mental Health and Disabilities.
- Ability to plan, organize, coordinate and administer activities.
- Ability to keep accurate records.
- Ability to communicate effectively in the English language both orally and in writing.
- Experience in planning and implementing health education and training for adults.
- Experience in working with computer software: Microsoft Office, Excel, and Powerpoint.
- Experience in training and supervision of staff.
- Ability to travel from site to site within Monterey County.
- Possess an appropriate California operator's license and the availability of an automobile with the state minimum insurance coverage.

DESIRABLE QUALIFICATIONS

- Master's Degree in Disabilities, Mental Health, Social Services or related field.
- Status as a Public Health Nurse
- Knowledge of Head Start
- Bilingual (Spanish/English)
- Experience with preschool children.

Revised: Nov. 1, 2006

Approved by Policy Council: Dec. 12, 2006

Board approved: