Under the supervision of the assigned Children’s Services Assistant Manager, the Mental Health Services Coordinator shall be responsible to:

1. Assume direct responsibility for coordinating mental health and family engagement services to children and families enrolled in the Head Start programs.
2. Work with program staff to implement the policies/procedures and activities designed to ensure compliance with the HS Performance Standards and Head Start Act and meet the goals and objectives of the Mental Health and Family Engagement (including the Family and Community Engagement Framework) service areas.
3. Collaborate with staff to promote parent engagement by helping to plan and implement parent meetings, workshops, parent conferences, trainings, and other activities that meet the needs and interests of families.
4. Serve as lead to develop and implement an ongoing monitoring system that includes regular site visits, file reviews, analysis of data, staff interviews and observations to ensure quality of services that meet federal, state, and Head Start regulations and standards.
5. In coordination with program staff and parents ensure completion of mental health screenings, family services referrals, follow-up, and ongoing care in accordance with Head Start Performance Standards.
6. Ensure Head Start mental health and family services records and tracking systems are updated and monitored for all children and families.
7. Participate in regular multi-disciplinary team meetings to coordinate services and ensure timely access to resources and services for high need children and/or families.
8. Conduct classroom observations, home based visits, and socialization observations to promote children’s mental wellness by providing guidance, feedback, and training to staff as needed.
9. Work collaboratively with parents and staff to develop appropriate home and program intervention plans.
10. Engage in the promotion of staff development and continuous learning through training, observation, and coaching.
11. Identify potential mental health and family and community services for children and parents.
12. Work with local mental health practitioners to ensure the provision and accessibility of required mental health services for Early Head Start and Head Start children and families.
13. Responsible for the mental health and family and community partnerships sections of the Program Information Report (PIR) ensuring that data is complete and accurate.
14. Prepare and review program data management software, in-kind donations, and other reports to monitor parent engagement, screenings, referrals, follow-up, and other child/family/program indicators and outcomes.
15. Coordinate with members of management to assess, develop, and coordinate the provision of mental health and family engagement training for Early Head Start and Head Start staff to promote mental health, family wellness, and early intervention practices.
16. Work with the children’s services assistant manager to develop and update the Mental Health and Family and Community Partnership Service Area Plans and related policies and procedures in accordance with Head Start Performance Standards and Head Start Act.
17. Participate in the program self-assessment, community needs assessment, and program/agency planning as assigned.
18. Monitor and implement program confidentiality policy.
19. Monitor enforcement of all state and federal laws pertaining to reporting suspected child abuse.
Mental Health Services Coordinator (continued)

20. Coordinate and provide Suspected Child Abuse & Neglect Reporting training for all required Head Start and Early Head Start employees.
21. Participate in continuous program planning and improvement and ensure prompt action to deal with identified deficiencies. Work with management staff in formulating and administering corrective action plans addressing non-compliance.
22. Participate as an active member of the Head Start Health Services Advisory Committee and other outside committees that will advise as well as address identified community health and dental needs.
23. Attend staff, parent, and community meetings and training sessions as required.
24. All other duties as assigned.

EMPLOYMENT STANDARDS

Required Education and Experience:

- Bachelor’s degree in child or human development or early childhood education.
- Minimum of three (3) years’ experience in a position working with young children and adults. Experience must include at least one (1) year of administrative or management experience which includes program planning, organizing, and staff training.

Preferred Criteria: Master’s degree in related area. Licensed clinical social worker (LCSW’s), licensed marriage/family and child counselors (MFCC), marriage/family therapist (MFT), with experience working with young children. Bilingual English/Spanish skills. Experience with staff training and program planning and organizing.

Knowledge and Abilities: Ability to understand and effectively communicate in Spanish. Effective oral and written communication skills in the English language. Knowledge of adult learning strategies, early childhood development and developmentally appropriate curriculum, materials, learning environments, and teaching strategies for children birth to five. Ability to establish and maintain cooperative and effective working relationships with children, parents, staff, and other professionals. Sensitivity to the needs of low income families and multicultural beliefs and practices. Ability to exercise sound judgment and initiative. Ability to provide leadership and stability to field staff for program continuity. Ability to lead adult groups; provide training and technical assistance to teaching staff and parents. Ability to monitor, analyze and evaluate program systems and procedures, making and coordinating appropriate changes. Skill in collecting and analyzing data; prepare reports and maintain records. Knowledge of Windows and applications such as Word, Excel, and PowerPoint. Ability to write clearly, concisely, and descriptively. Ability to maintain strict confidentiality. Ability to work independently, work a flexible schedule and travel throughout Ventura County using personal or agency vehicle.

Physical Abilities: Ability to effectively use hands and fingers to fill out forms and for the use of computer keyboard and other office machines/equipment.

License or Other Requirements: Must have access to a dependable auto with appropriate insurance coverage and possess a valid State of California driver’s license. Must submit to a job pertinent agency paid pre-employment physical examination, negative tuberculosis test and criminal record background check. Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic physical examinations and TB clearances will be required if hired.

Qualified current or former Head Start parent candidates shall receive priority when filling a Head Start position.