



## JOB DESCRIPTION

**JOB TITLE:** Head Start Mental Health & Disabilities Content Specialist **DEPARTMENT:** Head Start Locations

**SUPERVISION RECEIVED:** Reports to and works under the general supervision of Program Director and Program Education Manager who assign duties and reviews work for effectiveness according to established work standards.

**SUPERVISION EXERCISED:** Supervision of other employees is not a responsibility of this position.

**POSITION SUMMARY:** Applies professional expertise in early childhood development, mental health and disabilities and works in cooperation with all other components (Family Services, Health and Nutrition and Education) to provide quality control, training, services and compliance monitoring in an inclusive, early childhood program.

### ESSENTIAL FUNCTIONS/ DUTIES & RESPONSIBILITIES

*The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

1. Responsible for all aspects of issues related to special needs children, works in collaboration with other coordinators, staff, agencies, mental health specialists to find appropriate referrals and solutions in reasonable and agreed upon timeframes.
2. Observe classrooms as needed/requested. Provide feedback and on-going training/technical assistance to all classroom staff in regard to positive behavior support, classroom environment, all aspects of a child's special needs related to mental health and disabilities.
3. Conduct screenings and referrals, home visits and follow-ups as required to determine need for referrals to appropriate outside agencies and services.
4. Assist with development of program forms, policies, procedures, systems and work plans related to mental health, disabilities and special education.
5. Create positive ongoing partnerships with community partners related to special needs children.
6. Assure children in need of special education services are screened, referred, evaluated and able to access services in a timely manner in compliance with Head Start Standards and State and Federal law.
7. Participate in the development of Individualized Family Service Plan (IFSP) and its ongoing management with the local educational school district (ESD). Ensure that individualized and integrated IFSP occurs in Head Start curriculum and lesson plans working with Education Coordinator.
8. Prepare and submit reports and associated data to management as requested.
9. Provide pre-service and in-service training to staff on required and identified topics. Attend local, state, and regional training to keep current on best practices and trends in child development with a focus on mental health and disabilities.
10. Ensure and maintain confidentiality in matters concerning Head Start children and families.
11. Assist in building Head Start's relationship with other agencies to help further Head Start program goals on a professional level by attending interagency, organizational and committee meetings as appropriate.

12. May be assigned other responsibilities that enhance program goals and objectives.
13. Regular attendance is a requirement of this position.
14. A professional and courteous manner and an ability to work harmoniously with other employees and the general public are also required.

#### **QUALIFICATIONS & REQUIREMENTS**

**EDUCATION AND EXPERIENCE:** Baccalaureate or advanced degree in early childhood education, or baccalaureate or advance degree and coursework equivalent to a major relating to early childhood education with experience in special education. Prior Head Start experience desired.

**KNOWLEDGE, SKILLS AND ABILITIES:** Must have the demonstrated ability to provide training, and communicate effectively, both orally and in writing. Ability to supervise, provide leadership, monitor performance, conduct interviews and coach/counsel/develop employees. Ability to provide a trans-disciplinary approach to presenting information and conducting interventions. Bilingual (Spanish/English) preferred.

**SPECIAL REQUIREMENTS:** Must possess and maintain a valid Oregon driver's license, Food Handler's certification, First Aid/CPR certifications, and health verification. Employment subject to enrollment in Oregon Child Care Division Central Background Registry.

Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this classification.

#### **WORK ENVIRONMENT/ WORKING CONDITIONS/ PHYSICAL DEMANDS**

*The work environment and working conditions described here are representative of those that are typical of the job and 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.*

Typically exposed to office noises and interruptions such as printers, phones, and students. Ability to manage physically active children ages 3-5 within range of 50 pounds, including restraining, guiding, pursuing, and withstanding sudden movement. Ability to bend, stoop, and lift or move frequently.

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER