



- Act on referrals of concern from teaching staff.
- Provide referrals as appropriate to community resources for mental health services for MCCC children and families. Ensure children and families achieve full benefit from participation.
- Ensure planning and implementation of strategies for children with mental health needs is inclusive and respectful of families.
- Act as an advocate and liaison for MCCC families with local mental health agencies.
- Consult with and train staff as needed on topics, including classroom environment, practices, and activities to promote social and emotional development; early identification of behavioral disorders, atypical behavior and child abuse/neglect, specific interventions to address identified behavioral and mental health needs.
- Maintain compliance with performance standards related to mental health and with work plan requirements.
- Participate in agency activities, including but not limited to annual Self-Assessment (organization-wide process), the annual Program Information Report, and State and Federal program reviews.
- Develop policies and procedures for the area of mental health in conjunction with Federal Head Start Performance Standards and MCCC organizational objectives.
- Complete reports, plans, and timely communications to staff and Management Team.
- Attend and participate in central office staff and other meetings as required; serve on committees as appropriately requested.
- Maintain certificates and credentials by attending regular and special training events, degree/certificate programs or comparable studies by arrangement with the program administration and in accordance with a professional development plan. Stay abreast of trends in field.
- Monitor and report child abuse/neglect as a mandated reporter.
- Maintain confidentiality of staff and family information.
- Document In-kind activities, services, and/or goods.
- Other duties as required.

**Job Scope:**

Work is often new and varied with a high degree of complexity is completed with minimal to no direction. Decisions must be made regarding how services will be delivered while meeting the mandated performance standards. Errors in work can have an impact on the reputation and finances of the organization along with the health and safety of MCCC families.

**Supervisory Responsibility:**

Position does not have supervisory responsibilities. The incumbent does provide guidance and influence to other staff, volunteers, students, and parents regarding mental health issues.

**Interpersonal Contacts:**

Contacts are within and outside of the agency. Communication is generally face-to-face, requiring strong verbal skills. Other forms of communication may include the use of electronic mail and telephone. Communication often contains confidential and/or sensitive information.

**Specific Job Skills:**

- Ability to prepare and present audience-appropriate training to staff and parents.
- Ability to establish and maintain good working relationships with other agencies, health care providers, parents, students and MCCC staff.
- Knowledge of mental health concerns and issues regarding families and children age birth to five.
- Knowledge of and ability to understand and explain Federal Head Start Performance Standards, particularly in the area of mental health.
- Interagency Agreements with community mental health agencies for referral of children and parents as needed.
- Knowledge of community mental health resources.
- Ability to function professionally with proper boundaries, positively and effectively as a team member, working with parents, staff, volunteers, other agency staff and the community.
- Keyboarding skills, computer literacy and familiarity and/or ability to learn/use various applications such a database, word processing, e-mail and internet.
- Ability to perform basic math (add, subtract, multiply and divide).
- Ability to use independent judgment and make decisions, often with limited information.
- Ability to analyze problems, propose solutions and take a lead in conflict resolution.
- Ability to maintain confidentiality and use discretion when appropriate.
- Record keeping and organizational skills.
- Excellent written and verbal communication skills.
- Ability to employ and teach active listening.
- Ability to communicate with parents outside of classroom hours face-to-face, via phone, electronically and/or using other appropriate methods.
- Ability to stand, sit, walk, lift, squat, twist, turn, push, pull, reach and use hands on a daily basis.
- Ability to pass and maintain a criminal background check meeting State, Federal &/or local guidelines for working with children.
- Ability to maintain a good driving record/insurability in order to keep site visit schedule current.
- Ability to effectively communicate with individuals speaking other languages; Bi-lingual and bi-literate (English/Spanish) helpful.

**Education and/or Experience:**

- Current Infant/Child CPR and First Aid certifications.
- Master's Degree in social work, mental health, psychology or related field.
- Must be a licensed or certified mental health professional as dictated by State Law.
- Two years' experience in social services/mental health providing expertise in serving young children and their families.

**Job Conditions:**

Work generally takes place indoors during normal business hours. Regular travel, usually by personal car, between sites and for home visits is required. The Mental Health Specialist may be exposed to individuals who are upset or stressed and various childhood health conditions (colds, flu, parasites, etc.) and bodily fluids. Work hours may extend beyond a typical workday for evening meetings.

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*I acknowledge that I have had the opportunity to read and to discuss this job description with my supervisor. My signature below acknowledges my acceptance of the position duties and responsibilities as delineated in this job description.*

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*Employee Name (Print)*

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*Employee Signature*

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*Date*

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*Supervisor or HR Signature*

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*Date*