

NEIGHBORIMPACT JOB DESCRIPTION

Job Title: Mental Health & Inclusion Services Manager -Head Start

Reports To: Early Head Start/Head Start Director

I. Job Purpose:

The Mental Health & Inclusion Services Manager has primary responsibility to design, implement, monitor, and evaluate the disabilities and mental health component of the Head Start program to ensure compliance with Head Start Performance Standards and other relevant regulations. This position coordinates and leads the programs systems and practices related to Mental Health and disabilities and the development of Individual Support Plans. As a member of the Head Start and NeighborImpact Leadership teams the Mental Health & Inclusion Manager is responsible for ensuring compliance, developing program capacity, and building program excellence. This position reports to the Early Head Start/Head Start Director.

II. Duties, Tasks, and Responsibilities:

Designing and Planning Component Services

- Design, develop, plan, implement and regularly update services and systems for the disabilities and mental health services component of the Head Start program to maintain compliance with Head Start Performance Standards, the Americans with Disabilities Act, IDEA and that promote the healthy social and emotional development of children
- Support in the development, implementation and maintenance of the program's Positive Behavioral Intervention Supports (PBIS) systems in partnership with the Head Start Leadership Team
- Support and maintain the program's inter-agency agreement with the High Desert ESD Early Childhood Special Education Program
- Develop, plan and implement disabilities and mental health services record keeping, tracking, reporting and on-going monitoring systems, which include ensuring every child is screened within 45 days of entry into the program
- Develop, monitor and oversee systems to ensure staff or parents who have concerns about a child's development, mental health or social emotional development can make a referral for appropriate evaluations
- Support in creating, developing, and planning policies and procedures in Mental Health, Disabilities
- Collaborate with the Education Services Team to plan holistic service delivery
- Participate and collaborate in planning activities and decision making as a member of the Head Start Leadership Team
- Work with the director to ensure that the program budget includes line items to deliver appropriate service for children with disabilities and social emotional needs
- Responsible with the Head Start management team for the preparation of annual Head Start goals, objectives, program design and work plans
- Assists in the development of the disability and mental health section of the disability service plan
- Develop and maintain collaborative and effective relationships with partnering agencies to promote and advocate for children with disabilities, mental health and/or social emotional needs
- Ensure that systems are in place to monitor family services, inclusion and mental health services

Consultation & Service Delivery

- Overall program responsibility to ensure that Mental Health and Disability/Inclusion services are being met
- Monitor collaboration with HDESD ECSE staff and school district staff in planning, monitoring and documenting child disability services including service delivery, development of transition plans, and support for recruitment and enrollment of children with disabilities

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- Monitors that mental health observations are done annually in every classroom by the Mental Health Consultant
- Ensure scheduled staff and parent consultations occur that support the healthy social and emotional development of children. Ensure a regular schedule of on-site mental health services are posted at each site
- Monitor child development and social emotional screening results to identify children who need further assessment and develop Individual Support Plans as needed in partnership with the Site Leads, and Teacher Advocates
- Monitor and consult with Head Start staff on mental health and disability services. This includes, but is not limited to on-site consultation, classroom support, phone and e-mail consultation, documentation and written reports, record keeping and tracking
- Provide collaborating agencies with regular reports as agreed, concerning screening, assessments, referrals and children with disabilities, suspected disabilities or identified mental health needs
- Prepare and provide a written monthly report for Mental Health and Disabilities for our program report

Training/Supervision

- Supervise Inclusion Services Coach, coordinates and facilitates HDESD contract and services
- Design, deliver and arrange effective training for staff and parents according to professional development plans and program data needs
- Train staff on best practices and current research in the field of child disabilities, mental health and healthy social emotional development
- Collaborate with Management team on the programs annual training plan and ensure that Mental Health Services, Inclusion, social emotional and mental health are included and integrated

Compliance and Monitoring

- Ensure that effective and efficient systems are in place to gather and maintain data and records related to disabilities and mental health services
- Accurately and timely complete reports of disabilities and mental health services provided
- Provide regular site visits to all Head Start locations to monitor disabilities and mental health services
- Complete Inclusion and Mental Health areas of the annual Program Self-Assessment and the follow-up reporting
- Develop and keep up to date written policies and procedures in assigned areas that are in compliance with the Head Start Performance Standards
- Ensure that program enrolls children with disabilities to equal not less than 10% of required total enrollment

Additional Duties

- Member of the Head Start and NeighborImpact Leadership Teams
- Participate and contribute to the Health Services Advisory Committee (HSAC)
- Maintain open, respectful and positive communication with all staff, parents, community partners, and volunteers
- Represent program disabilities and mental health services in community meetings, coalitions or events
- Collaborate positively with team members to assure high quality disabilities and mental health services for children and parents
- Maintain strict confidentiality of child and family information in compliance with agency policy
- Attend required program and agency meetings and trainings including occasional out of area travel
- Follow and enforce the program's code of conduct
- Be prompt and dependable; follow through on commitments to team-mates
- Demonstrate sensitivity, tolerance, and respect for differences among children, families and staff

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III. Knowledge, Skills, and Abilities:

- Experience in securing and individualizing services for children with disabilities
- Ability to coordinate mental health needs and services for children
- Knowledge of how Oregon EI & ECSE programs and Head Start programs collaborate to provide services to children. Working knowledge of available community resources related to children with disabilities, mental health or social emotional needs, Head Start program components, and Head Start Performance Standards
- Working knowledge of Oregon Health Plan mental health benefits
- Ability to provide training and consultation on disabilities and mental health services to individuals and groups
- Excellent oral, written and computer communication skills
- Ability to provide presentations to large groups
- Excellent skills in listening to and speaking with children and adults
- Ability to kneel, stoop, bend, and sit on the floor to attend to children's needs. This position is rated as active and regularly requires the individual to lift 50 pounds
- Excellent problem solving and decision-making skills relevant to component areas
- Ability to translate theory and professional training into practical solutions
- Ability to have regular and consistent attendance
- Demonstrated adult teaching or training skills
- Good organizational and record keeping skills
- Strong computer literacy including Microsoft Office, Excel, Word and Power Point and the ability to readily learn new applications and data management systems
- Ability to work both independently and in a team environment
- Ability to follow Head Start program "Standards of Conduct" and NeighborImpact "Employee Handbook Section C: Employee Conduct"

IV. Qualifications:

- COVID-19 vaccine required prior to hire
- Licensed or certified Mental Health Professional required
- College coursework in Child Development, Special Education, Education, Early Intervention, and/or area related to mental health of children or related field with significant college course work in child development, disabilities and/or early intervention preferred
- Minimum one year experience in child disabilities and mental health services through employment or practicum or equivalent
- Minimum two years of experience working in an early childhood setting or equivalent preferred
- Head Start experience preferred
- Head Start parent or past parent preferred
- Occasional lifting up to 50 pounds
- Must have an initial health examination, and a periodic re-examination (as recommended by health care provider) so as to assure that employees do not because of communicable diseases, pose a significant risk to the health or safety of others, that cannot be eliminated or reduced by reasonable accommodation.
- Prior to date of hire and throughout employment, certification of the following are required:
 - Valid driver's license
 - Proof of current auto insurance
 - Food Handler's Card
 - Current enrollment in the OR Child Care Division-Criminal History Registry
- Within 60 days of hire, Pediatric CPR/First Aid certification is required
- Above certifications must be kept current to remain employed
- Access to reliable transportation required

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V. Position Details:

- The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required
- Fair Labor Standards Classification: **Exempt**
- NeighborImpact is an equal opportunity provider and welcomes POC, LGBTQ employees, Neurodiversity employees, old and young employees and everyone in between into our work force
- This position is a mandatory reporter which means requirement to report suspected child and elder abuse following state and agency reporting requirements and policies

VI. Signature:

Employee Print Name: _____ Date: _____

Employee Signature: _____ Date: _____