

POSITION DESCRIPTION
MENTAL HEALTH & DISABILITIES COORDINATOR

INFORMATION

Job Class: Program Coordinator
Department: CCTHITA Head Start
Location of Work: Juneau, Alaska
Salary Grade(s): 10-11
Hours of Work: To be determined by Director
Employment Category: 30 hrs/week/Sept-May

Class Status: Active
Type of Position: Non-Exempt
Covered Position: Yes
Prepared by: Martha Corpuz
Approved by:
Effective Date: June 30, 2009

PURPOSE

Coordinate the delivery of comprehensive mental health and disabilities services to Head Start children and families according to Head Start Performance Standards. Plans and writes the mental health and disabilities work plans and ensures implementation.

REPORTING RELATIONSHIPS

Reports To: Head Start Director
Supervises: May supervise clerical and Head Start sites
Liaison To: Federal, State, Regional and Local mental health and disability providers

ESSENTIAL FUNCTIONS

- Effectively works in a team management environment to coordinate services including achievement of program objectives, establishing support and respect for others, working as a member of a team, assuming leadership when appropriate, and making continuous improvement.
- Will plan, write and implement the annual mental health and disabilities component work plans as assigned to meet Head Start performance standards.
- Establishes and maintains a reporting system for mental health and disabilities, to report progress, identify areas of need, and to stimulate action steps for improvements.
- Establishes monitors, and implements program improvement plans to ensure service areas maintain compliance with Head Start Performance Standards.
- Coordinates and provides services to accomplish mental health and disabilities services objectives as developed in the work plan:
- Assists centers in developing and maintaining local plan of service for mental health and disabilities services.
- Determines needs and provides training and technical assistance for staff and parents relative to mental health and disabilities.

- Coordinates the recruitment of children with disabilities (Child Find) into the program with other staff and community agencies.
- Gathers information from teachers and parents to assist in the assessment of specific student circumstances and attend ILP meetings, as appropriate.
- Develops and implements a strategy which supports a successful transition for children with disabilities or other special needs from the Head Start program into kindergarten or another community program.
- Assists the Family and Community Partnership Coordinator in compiling current resource information related to mental health and disabilities services.
- Assists in implementing intervention strategies within the classroom with the intent for teachers and other classroom staff to be able to carry out strategies independently.
- Monitor Head Start mental health and disability services: track referrals, follow-up, evaluations, re-evaluations, and IEP meetings.
- Arranges for mental health and disabilities services for identified Head Start children and families in cooperation with the LEA and Mental Health providers. Oversees referral of families and children to other agencies/providers as needed.
- Coordinates classroom observations by a mental health provider.
- Collaborates with Education and Early Childhood Education Coordinator and classroom staff to facilitate the integration of mental health and disabilities inclusion activities in the classroom curriculum.
- Provides mental health and disabilities resource information to staff and families on an as-needed basis.
- Ensure follow up and report monthly on the status of referrals made in the areas of mental health and disabilities.
- Assists in administration, data analysis and summarizing of annual self-assessment and writes service plans in response to findings.
- Assists in conducting community needs assessments to identify mental health and disabilities services needed for young children and families and applies findings to the component plans.
- Responsible for keeping the Head Start policy manual up-to-date in the mental health and disabilities components.
- Assists in coordinating annual grant application process and writes grant applications to enhance resources in component areas.
- May be responsible for the supervision of clerical level positions and/or Lead Teachers in field communities including but limited to: hiring, monitoring, coaching, staff development, evaluations, dispute resolution, progressive discipline, and termination.
- Assists and leads special projects as assigned.

DECISION MAKING AUTHORITY

Spending Authority: N/A

Other Authority: N/A

NECESSARY SKILLS AND KNOWLEDGE

- Knowledge of Head Start Performance Standards
- Knowledge of early childhood development, family development, early intervention theories and practices
- Knowledge of health care delivery, planning and administration
- Demonstrated organizational skills
- Ability to analyze data, information, facts, draw logical conclusions, and organize information to make and implement plans

- Knowledge of and experience with Alaska Native cultures and rural health care systems
- Excellent verbal and writing skills
- Ability to travel in light aircraft.
- Ability to be self directed in problem solving and decision making
- Ability to supervise staff
- Ability to work in a team management environment.
- Demonstrated written and oral communication skills.

MINIMUM QUALIFICATIONS (education, experience, skills)

- Associate Degree in Early Childhood Education
- Two (2) years experience at the Specialist or equivalent level providing Mental Health or Disability services.
- Two (2) years experience in supervising employees
- Valid Alaska Driver’s License

PREFERRED QUALIFICATIONS (education, experience, skills)

- Baccalaureate or advanced degree in early childhood education

UNUSUAL PHYSICAL REQUIREMENTS OR RESTRICTIONS

The majority of work is performed in a professional office setting and is generally sedentary, requiring routine walking, standing, bending, and carrying of items weighing less than 40 lbs. Travel on small aircraft or ferry may be required.

CONDITIONS OF HIRE:

- All employment at CCTHITA is “at will”. This means that the employee or CCTHITA may terminate employment at any time and for any reason. Unless specified in writing, no term of employment is expressed or implied for this position
- CCTHITA is a no tolerance workplace. All regular employees must pass an initial and random drug and alcohol screening to be eligible for and maintain employment.
- CCTHITA has several positions which require a criminal background check for the safety of our clients. All employment offers in the “covered” classification are conditional until CCTHITA has received a Federal criminal background check verifying eligibility to work in these programs.

This Job Description describes the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature indicates that you have read this Job Description and understand the essential functions of and qualifications for the job.

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Employee Printed Name

Employee Signature

Date

Supervisor

Date