

Oregon Child Development Coalition

JOB DESCRIPTION

Position Title:	Mental Health & Disabilities Coordinator I, II, III
Wage/Hour/Status:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Pay Grade:	8, 9, and 10
Reports to:	Education Supervisor
 <i>Employee's signature of acknowledgment and understanding of this document:</i>	
_____	_____
<i>Name</i>	<i>Date</i>

Position Summary:

Coordinates developmental support services in the mental health and disabilities program areas to assist each child in developing his/her potential, while empowering and supporting parents in their role as caregivers of their own children.

Essential Functions:

Regular and consistent attendance is an essential function of this position.

1. Complies with Head Start Performance Standards for the service area of mental health/disabilities by:
 - Maintaining complete and accurate required records, forms, and reports.
 - Reviewing all child developmental screenings and assessments for determination of needed assistance.
 - Monitoring staff to ensure that screenings and assessments, referrals, home visits, and follow-ups are conducted.
 - Identifying children with disabilities to meet at least 10% of county's enrollment.
 - Maintaining all pertinent documentation and files for each case as required by performance standards.
2. Provides program children and families with disabilities and mental health services by:
 - Responding to referrals within three days.
 - Collecting all data pertaining to a child's particular needs and determining plan of action to obtain appropriate services.
 - Participating in the development of the Individualized Family Service Plan (IFSP) and its ongoing management with the Lead Education Agency (LEA).
 - Leading the development of Internal Support Plan for children in need of support who do not have an IFSP.
 - Referring families to counseling services as needed.
 - Facilitating transportation and participating in visits to the health providers as necessary.
 - Observing individual and classrooms as required.

3. Keeps parents and staff informed and involved in process of each identified child by:
 - Collaborating with mental health consultants, Educational School District (ESD), Education Coordinators, and Education Supervisor in order to follow up on observations.
 - Participating in family advocacy meetings.
 - Establishing rapport with families and staff.
 - Providing on-going information to parents via memos, home visits, telephone, and personal contact.
 - Maintaining close communication with the Health Manager and Health Assistants regarding children with health needs.
4. Provides families and children with immediate follow-up by:
 - Reviewing all screenings and assessments, determining need within required timelines.
 - Informing parents of identified concerns and maintaining required forms.
 - Participating in the development and implementation of all Individual Family Service Plans (IFSPs) within required timelines.
 - Following up and continually updating the IFSPs and ISPs.
5. Maintains mental health/disabilities staff performance results by:
 - Supervising Mental Health/Disabilities Assistants or volunteers.
 - Providing guidance and positive reinforcement to include conducting and reviewing staff performance.
 - Developing a process to ensure program effectiveness through employee performance plans.
 - Planning, monitoring, and appraising job results to include review of documentation, memos, notes, and other data.
 - Implementing staff disciplinary procedures in accordance with Agency policy and procedures.
 - Identifying and scheduling training needs.
 - Reviewing and authorizing staff time records and overtime to ensure compliance with Agency policies and procedures in regards to wage and hour laws and regulations.
 - Ensuring compliance with Agency occupational safety and health standards.
6. Coordinates developmental screenings by:
 - Organizing schedules and preparing materials.
 - Reviewing screenings in order to make appropriate referrals.
7. Works with local agencies to provide services to children and families by:
 - Arranging, coordinating, and monitoring contracted services and activities of community agencies and consultants that include services, training, and counseling.
 - Collaborating with a local interdisciplinary team.
 - Participating in local advisory group, early intervention advisory council, local health advisory team, and other community committees and boards as an advocate for migrant children and Head Start.
8. Assists families with children with disabilities in transitioning to other programs by:
 - Collaborating with Education Coordinator, Education Supervisor, and Family Service Manager to carry out the transition plan.
 - Supporting education staff in preparing children with disabilities to make smooth transitions.
 - Participating in transition meetings with public schools.
 - Preparing information to send to transitional programs.

9. Keeps parents and staff informed on mental health/disabilities topics by:
 - Providing training to parents on required and requested topics.
 - Providing technical assistance as needed.
 - Providing training to county staff on laws, processes, screening, and referrals.
 - Supporting teaching staff as they mainstream children with disabilities.

10. Maintains professional and technical knowledge by:
 - Attending educational workshops, establishing personal networks; attending designated training workshops or seminars, participating in training and coordinating activities as part of the statewide OCDC team.
 - Attendance in Social Services Competency Based Training Certificate (SSCBT) training if directed.

11. Contributes to team effort by:
 - Participating in interview and selection process to ensure the hire of qualified staff.
 - Conducting orientations for new staff as needed.
 - Collaborating with health, education and service area teams.
 - Providing positive and constructive input to all aspects of the position.
 - Establishing open and positive communication and interaction with all staff.
 - Fostering an understanding of Head Start, its mission, goals, objectives, and program services.

12. Maintains confidence and protects agency operations by:
 - Keeping all information confidential, especially child and family files.
13. Provides emergency services as an Mandatory First Responder by:
 - Responding to child/adult emergencies by using First Aid and CPR skills.
 - Contacting appropriate medical personnel.
 - Ensuring documentation related to incident is completed.
 - Participating in fire drills and assisting in the evacuation of the children.

14. Continually apply safety practice in all facets of the performance duties by:
 - Complying with agency safety standards.
 - Supporting participation of a safe environment.
 - Immediately reporting any unsafe or hazardous working conditions and/or any injury.
 - Collaborating with management staff for the prompt completion of injury investigation, corrective actions, and inspections as required.

15. Other responsibilities:
 - Performing other work related or assigned duties.

Education and Job Requirements:

BA/BS degree in Special Education or related field with major coursework in psychology, human development, or other related topics, **OR** AA/AS degree in health related or early childhood program with at least four to six years experience working with children or adults with special needs. Proficiency in case management preferred.

Other Job Requirements:

1. Demonstrated knowledge of Head Start system.
2. Possess current First Aid and CPR cards with infant/child CPR.
3. Ability to travel occasionally
4. Ability to pass agency sponsored physical examination.
5. This position is an authorized driver and must possess current driver's license, good driving record, and auto insurance coverage as defined by OCDC Policy.
6. Ability to relate positively to children and adults.
7. Must be enrolled in Oregon Criminal History Registry.
8. Must maintain any current job-related licensing.
9. THIS IS A MANDATED FIRST RESPONDER POSITION.

Other Skill Requirements:

1. Bilingual English/Spanish preferred. **Bilingual fluency may be required at some work sites.**
2. Must have ability to operate computers and possess basic knowledge of MS Windows, Microsoft Word and other software.
3. Excellent supervision, managerial, and organizational skills.
4. Excellent communication skills.
5. Effective training/development skills.
6. Must perform duties with little direction given, operating from established directions and instructions. Decisions are made with general agency policy constraints, but requires independent decision making.

Physical Requirements of the Job:

Please see attached Physical Job Analysis.

Job Conditions:

May work outdoors intermittently with exposure to typical Oregon weather. There may be frequent interruptions, working alone, evening or weekend work, working long hours during peak periods.

Tier I Counties have a combination of programs serving up to 129 children.

Tier II Counties have a combination of programs serving 130 to 299 children.

Tier III Counties have a combination of programs serving over 300 children.

Mental Requirements of the Job:

Continual interaction with co-workers, parents, and children to provide information. Must relate positively to children and adults. Frequently faces deadlines with attention to detail and must complete tasks in a timely manner. Must gather and analyze data and regulatory material and make presentations to local staff or outside agencies. Considerable amount of variable levels of concentration with frequent or constant interruptions. Must be able to handle multi-faceted tasks on a frequent basis.

This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher level duties.