	Mental Health Coordinator Employee Job Description / Physical Requirements and Potential Hazards	
Supervisor: ECS Director FSLA Status – Non Exempt \$28.15 an hour (Grade EC40)	Effective Date: 7/01/2023 PC Approval 5/24/23 Revised by/date(s) tlidster 6-7-23	EEOC code: L & I code: 5308

Benefits offered: Medical, dental, vision and life insurance; long-term disability; employee assistance program; 403(b) plan


ESSENTIAL JOB FUNCTIONS: Responsible for monitoring mental health services for the Early Childhood Services programs, assure compliance with performance standards and funding requirements; provide training and assistance to staff and families; serve as a resource person to programs and families; and coordinate / assist in referrals of families and children to community agencies.

1. Investigate mental health concerns referred by staff, families and or community agencies. Follow program staffing procedure to assist staff in developing a service plan with families. Monitor plan implementation. Serve as a resource to staff and parents for services in mental health, community resources, child development related to mental health. Support staff and parents in the referral process for mental health services. Provide and coordinate mental health resources including child assessments, behavior plans, maternal depressions screen and parent support and education.
2. Support the social emotional screening process and completion of child social emotional assessment.
3. Develop individual child behavior plans as needed in consultation with staff, other consultants, and family and school districts as applicable.
4. Participate in updating and implementation of contracts and interagency agreements related to mental health services.
5. Act as program representative in local, state and regional organizations as needed.
6. Assist in the coordination of other components regarding mental health services. Meet regularly with other consultants to share information and coordinate efforts to implement performance standards.
7. Provide mental health focused pre-service and in-service training for staff. Identify training and technical assistance needs of staff. Provide and/or arrange for training for program staff and families.
8. Conduct classrooms observations, document and share results with classroom teaching team.
9. Document observations and confer with appropriate staff and families Provide observation reports and make recommendations to supervisor.
10. Review family files to assure documentation of mental health and or behavior concerns/plans are documented in family file. Ensuring follow-up has occurred and is documented.
11. Prepare monthly mental health report for program director.
12. Perform other duties as assigned.

JOB EXPECTATIONS FOR ALL POSITIONS

Work Environment

1. Maintain confidentiality.
2. Report suspected child abuse and neglect, working in conjunction with Family Service Coordinator.
3. Promote and ensure active parent involvement in the program.
4. Demonstrate ability to work with a variety of people from various socioeconomic, educational, and experiential backgrounds.
5. Develop and maintain accurate records in accordance with program policies and procedures.

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6. Promote and follow current program health and safety practices.
7. Participate in development and implementation of center and program’s codes of cooperation.
8. Have knowledge of and be responsible for information contained in the program calendar and personal work schedule.

Program

1. Carry out goals, policies and activities designed to implement program objectives and performance standards.
2. Maintain clear communication with program/center staff members to ensure overall improvement and development.
3. Set goals and develop ways to improve program quality.
4. Identify resources to meet the needs of the families.
5. Participate in the conduct of community needs assessments.
6. Serve as liaison between families, center, and community.
7. Be an active participant on a program committee.
8. Participate in program evaluation and planning process.
9. Generate and document in-kind contributions.
10. All staff will be required to participate in program activities outside of their normal work hours and scheduled workdays.

Professional Development

1. Participate in pre- and in-service training.
2. Develop and maintain positive attitudes toward personal development and on-going training.
3. Develop an individual performance/growth plan (with assistance from peers and supervisor).
4. Document trainings and other professional development activities in professional portfolio.

KNOWLEDGE SKILLS AND ABILITIES:

1. Ability to learn independently and problem solve.
2. Ability to work with people of diverse social economic backgrounds.
3. Ability to maintain confidentiality.
4. Demonstrated skill in using and teaching conflict resolution and negotiation skills.
5. Intermediate computer skills.
6. Knowledge of labor laws.
7. Knowledge of child and family health care which includes preventative, early intervention, health maintenance practices.
8. Experience with DECA child assessment tool and ITS GOLD.
9. Excellent communication skills.

QUALIFICATIONS


A minimum of two years’ mental health experience with young children and families. Preferred but not required to be a licensed and/or certified mental health professional.

Experience working with people from diverse socio-economic background.

Prefer experience with DECA child assessment tool.

Other Requirements:

1. By employment date, provide proof of a negative TB skin test or equivalent
2. By employment date, provide proof of MMR vaccination or measles immunity.


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3. By employment date, satisfactory results from the criminal background check, as required by the Child/Adult Abuse Act.
4. Prior to date of hire, obtain a Portable Background Check through MERIT.
5. By employment date, provide copies of State driver's license, insurable driving record, and proof of current auto insurance.
6. Complete BBP, CAN, licensing orientation, center orientation, safe sleep, and disaster preparedness training prior to being with program children and families.
7. Within 30 days of employment date, obtain a health exam verification.
8. Within 30 days of employment date, obtain a Food Handler's Permit.
9. Within 90 days of employment date, obtain First Aid and hands-on Adult/Child CPR cards.

Preference:

1. COVID-19 vaccinated.

Salary grade EC 40, exempt, 32 Hours 48 weeks per year.

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**Mental Health Manager
PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS**

The following identifies the physical demands and potential hazards typically encountered by this position that can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting				X	
Walking				X	
Standing				X	
Running		X			
Bending or twisting			X		
Squatting or kneeling			X		
Reaching above shoulder level		X			
Climbing (e.g. ladders)		X			
Driving cars, light duty trucks				X	
Driving heavy duty vehicles		X			
Using foot controls			X		



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Repetitive motion of hands/fingers				X	
	NA	NE	O	F	C
Grasping with hand, gripping			X		
Lifting/carrying 10-25 pounds			X		
Lifting/carrying 26-50 pounds		X			
Lifting/carrying more than 50 pounds		X			
Pushing/Pulling		X			
Work in/exposure to inclement weather		X			
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites			X		
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases		X			
Exposure to blood, body fluid, or potentially contaminated materials		X			
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)		X			
Exposure to electrical current	X				
Seeing objects at a distance					X
Seeing objects peripherally					X
Seeing close work (e.g., typed print)					X
Distinguishing colors					X
					X



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Hearing conversations or sounds					
Hearing via radio or telephone				X	
Communicating through speech				X	
Distinguishing odors by smell		X			
Distinguishing tastes		X			
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings	X				
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people		X			
Other:					
Other:					

Other physical or mental requirements of this position that have not been addressed above?

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I have read, understand and am able to perform the essential job functions, and physical requirements and potential hazards of this position with or without reasonable accommodation.

Employee Signature

Date