



Regional Consolidated Services

Job Description

Department Early Head Start/Head Start

Job Title Mental Health/Disabilities Coordinator

PURPOSE: The purpose of this position is to ensure that all children involved in the Head Start program receive appropriate services in an environment that is conducive to preschool development and socialization.

Primary duty – The primary duty of this position is to ensure that mental health activities and disability services are carried out effectively and to provide oversight to both components.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Responsible for planning, formulating, and carrying out goals, policies and activities designed to implement objectives as stated in the Head Start Performance Standards, the Head Start Act, NC Child Care Regulations, RCS Employee Handbook and RCS Head Start Operations Manual.
2. Develop, coordinate and implement contractual agreements.
3. Conduct initial group observations and any follow-ups with the assistant of family advocates and teaching staff, and the knowledge of the parents.
4. Customarily and regularly ensures that all Early Head Start/Head Start children who are identified as having a disability have a current Individualized Education Plan (IEP) and Individualized Family Service Plan (IFSP), and that these plans are properly implemented.
5. Customarily and regularly identifies and informs parents of available community resources for children with special needs in coordination with the Family Engagement & ERSEA Coordinator and the family advocates.
6. Ensure that families understand applicable mental health and disability services and sign permission forms for all services to be provided.
7. Provide resources and training for the Early Head Start/Head Start staff on positive classroom environments and appropriate discipline and classroom management.
8. Serve as a community advocate/spokesperson for Early Head Start/Head Start families including but not limited to participating as an active member on all local interagency coordinating councils, working closely with local educational agencies, and local mental health agencies.
9. Prepare program reports for Policy Council and Director.
10. Customarily and regularly develops and implements a system of continuous monitoring and evaluation of mental health and disability services in the program.
11. Customarily and regularly responsible for maintaining and implementing the RCS Early Head Start/Head Start mental health and disability component plan.
12. Assist with coordination of transition activities with assistance from all coordinators.
13. Responsible along with the health coordinator for developing, maintaining and meeting with the health Advisory Committees at least three times each year.
14. Attend leadership meetings.
15. Assists Early Head Start/Head Start director with community assessment, self-assessment and other management projects.
16. Timely submission of supplies requests, including purchase orders according to agency fiscal procedures.
17. Work closely with the Mentor Coach

18. Assist with making advisory committee arrangements, including reservations and completion of purchase orders according to agency fiscal procedures
19. Provide input for the budget regarding mental health and disability services
20. Assist other coordinators when needed to ensure integration of components.
21. Consistent and regular attendance is required

OTHER DUTIES AND RESPONSIBILITIES:

1. Other duties as assigned by the Early Head Start/Head Start director.

SUPERVISORY RESPONSIBILITIES: None

KNOWLEDGE AND SKILLS:

1. Excellent communication skills
2. Excellent management skills: oversee, direct, and utilize available resources to obtain the desired results
3. Experience in and knowledge of health and/or human service fields
4. Must show initiative and carry out responsibilities with minimum supervision
5. Willing to accept job-related responsibilities at other than normal working hours

FISCAL RESPONSIBILITY:

1. Timely submission of supplies requests, including purchase orders according to agency fiscal procedures.
2. Assist with making advisory committee arrangements, including reservations and completion of purchase orders according to agency fiscal procedures
3. Provide input for the budget regarding mental health and disability services

PHYSICAL DEMANDS:

1. Able to bend, stoop, lift an approximate 60 pounds, see, hear, speak; move fingers, hands and arms; walk and stand.

WORKING CONDITIONS:

1. Office setting with moderate noise level.
2. Classroom, including outdoor play area, setting with moderate to loud noise levels during site visits.
3. Travel that is local, regional and national requiring overnight stays.

QUALIFICATIONS:

1. Bachelor's degree in human services or related field
2. Have a driver's license and reliable transportation at his/her disposal during all working hours and for related program activities
3. Able to obtain clean background checks through the Department of Health & Human Services (DHHS).

CLASSIFICATION: Exempt Administrative position 12-month. The Early Head Start/Head Start Director supervises this position.

*Staff Name*_____

*Staff Identification Number:*_____ *Date:*_____