

<b>POSITION</b>	<b>MENTAL HEALTH COORDINATOR</b>
<b>CLASSIFICATION</b>	Exempt
<b>COMPENSATION</b>	Level B-Ex
<b>SUPERVISORY CONTROL</b>	Education Services Director
<b>SUPERVISION EXERCISED</b>	Disabilities/Mental Health Specialists, Behavioral Health Specialists, Special Programs Assistants
<b>SUMMARY of RESPONSIBILITIES.</b> Manage and oversee the daily operations of mental and behavioral health services to guarantee high quality and customer satisfaction. Ensure compliance with laws, regulations, and guidance, including Pennsylvania professional licensing and certification requirements, Head Start Program Performance Standards (HSPPS), Office of Child Development and Early Learning (OCDEL) program and licensing requirements, and Healthy Families America standards. Provide classroom and in-home Disabilities/Mental Health and Behavior Health supports to individual children and their families, as needed.	

## QUALIFICATIONS

<p><b><u>EDUCATION &amp; EXPERIENCE:</u></b></p> <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree in Counseling, Social Work, Sociology, Psychology, or Human Services</li> <li>• Specialized training in Mental Health, Infant-Toddler Development, Family Dynamics and Functioning, Crisis Intervention, Infant Mental Health, Trauma Informed Practice</li> <li>• Minimum 3 years' experience with pregnant women and families with infants, toddlers, and preschoolers</li> <li>• Minimum 2 year's experience working with at risk families for abuse and neglect including emergency assistance, crisis intervention, advocacy, and behavioral health support</li> <li>• At least 2 years' experience management/supervision in early childhood education</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Preferred Master's Degree in Infant Mental Health, Counseling, Social Work, Sociology, or Psychology</li> <li>• PA Certified Mental Health Provider or commit to obtain certification</li> </ul>	<p><b><u>KNOWLEDGE &amp; SKILLS Required:</u></b></p> <ul style="list-style-type: none"> <li>• Strong belief in the value of early childhood education and home visiting programs.</li> <li>• Knowledge of practices that support parents, parent-child interactions, and child development.</li> <li>• Knowledge of and experience implementing trauma informed practices</li> <li>• Problem solving and group facilitation skills and the ability to work well with others.</li> <li>• Disabilities and mental health principles and theories</li> </ul>
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## DUTIES AND RESPONSIBILITIES

### UPPER MANAGEMENT LEVEL RESPONSIBILITIES

1. Be actively involved in the management of all aspects of SUMMIT Early Learning, including personnel management and program monitoring and evaluation, and have a basic knowledge of financial management.
2. Have a "big picture" approach to problem solving, systems development, and decision making.
3. Commit to modeling and supporting the SUMMIT Early Learning culture, philosophy, and mission.
4. Provide leadership to staff, families served, and the community.
5. Maintain knowledge of federal, state, and local statues, regulations, laws, and standards that govern quality and lawful early childhood education services, and interpret such information to staff.
6. Assist the Chief Executive Officer with policy and procedure development.
7. Maintain open and effective communication with staff, managers, parents, and community partners.
8. Have the ability to step in to another upper management role and assist with responsibilities in the absence of others.
9. Assume responsibility for all Head Start systems, including non-federal share, education outcomes, and family engagement.
10. Carry out any other duties as assigned by the Chief Executive Officer.

## **PROGRAM RESPONSIBILITIES**

1. Oversee and coordinate the delivery of behavioral and mental health services, ensuring that each child/family receives optimal services consistent with the requirements of contractual agreements, laws, regulations, and standards.
2. Within the program areas of early childhood education, disabilities, and infant mental health, develop and implement systems to ensure positive social/emotional outcomes. Coordinate and oversee the development, implementation, and monitoring of positive guidance approaches for children presenting social-emotional challenges.
3. Ensure compliance and oversee preparation for service reviews, funding source evaluations/monitoring, site inspections, and other monitoring of program quality and compliance.
4. Take the lead in ongoing evaluation of SUMMIT Early Learning social/emotional, behavioral, and mental health programs; Solicit ongoing feedback from staff, parents, and community partners, participating in quality assurance planning and data collection, analysis, and follow-up.
5. Coordinate and oversee early detection, consultation, and intervention services for supporting children at risk for disabilities, mental health, or behavior concerns. Ensure that social-emotional screenings and assessments are conducted in compliance with regulatory timelines and that classroom and individual child observations occur related to supporting the children's social emotional growth and development.
6. Ensure family engagement and partnership in the initial and ongoing support of their child's social emotional growth. Coordinate processes that assist parents in understanding education and/or social supports needed for their child's success and ensures collaboration with families on the development and implementation of an individual plan to meet their child's needs.
7. Maintain open communication and collaboration with education, health/nutrition, family engagement, and other program area coordinators to ensure comprehensive, compliant, and high-quality services.
8. Effectively supervise assigned staff utilizing reflective practices and ensure that adequate reflective supervision and direction are provided for all mental and behavioral health staff, and provide or coordinate access to clinical supervision, as necessary.
9. As part of the agency's comprehensive professional development plan, create, oversee, and conduct staff development and training programs including but not limited to trauma informed care, child social-emotional development, impact of adverse childhood experiences, infant mental health practices, and social-emotional curricula.
10. Keep current with best practices and provide leadership assistance, resources, guidance, support, and mentoring and training to staff, parents, and collaborative partners. Coordinate implementation efforts with other managers in all SUMMIT Early Learning programs.
11. Establish, coordinate, and maintain SUMMIT Early Learning's partnerships with early intervention, mental health, drug/alcohol providers, Children and Youth Services, and other community partners to ensure inter-agency comprehensive, coordinated, and integrated services and social emotion supports for children and families. Assist in the development of annual partnership agreements and contract negotiations.
12. Assist upper management and fiscal staff with grants management and fiscal operations of mental and behavioral health programs.
13. Serve as liaison with other agencies and participate in local, regional, and state initiatives, as assigned
14. Accept occasional travel along with frequent prolonged and irregular hours.
15. Perform other duties, as assigned.

## **PHYSICAL FUNCTIONS**

This position requires the employee to work in an office environment with occasional high-traffic times. The position requires the ability to walk up stairs, sit, talk and hear, use hands and fingers. The position also requires the ability to stoop, reach, bend at waist, feel and operate objects, tools or controls and reach with hands and arms. The employee must be able to stand for long periods of time. The employee must be able to walk freely without restriction. This position requires the ability to occasionally lift and move items weighing up to 25 pounds. This position has specific vision abilities including close vision and the ability to adjust focus.

## **MARGINAL FUNCTIONS**

Provide transportation in agency vehicles as needed, have a valid state driver's license; agree to use safety equipment in the vehicle properly; and be willing to use this vehicle on the job for self and transportation of others as defined in the Agency's vehicle transportation policy.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone of this position may perform. All employees of SUMMIT Early Learning are expected to perform tasks as assigned, regardless of job title or routine job duties.

**I HAVE READ AND UNDERSTAND THE DUTIES AND RESPONSIBILITIES OF THIS POSITION.**

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Name

Date