

ECONOMIC SECURITY CORPORATION

Job Description

Job Title: Mental Health and Inclusion Specialist
Division: Head Start/Early Head Start
Reports To: Mental Health and Special Services Manager
FLSA Status: Non-Exempt
Revision Date: October 25, 2021
Job Classification: Grade 4

SUMMARY

The Mental Health and Inclusion Specialist is responsible for supporting the Mental Health and Special Services Manager and other members of the HS/EHS Education team. The MHIS assists in management of the e-DECA system as well as entering and monitoring information in the program's child tracking software system. The MHIS assists in mentoring and monitoring Health and Development Assistants in coordination with the MHSS Manager. In addition, the MHIS works with other component coordinators, Area Supervisors, center staff and the program directors to purchase needed supplies and materials, assist with training setup, and assist with other program support for the Head Start/Early Head Start program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Enters a variety of data into computerized record-keeping systems in a timely and accurate manner.
2. Orders office supplies, materials, and classroom consumable supplies when needed based on comparison-shopping; follows agency and program purchasing procedures, maintains records for items purchased. Distributes supplies to Head Start centers and Early Head Start sites.
3. Assists with training preparation including writing requisitions, purchasing supplies, setting up, preparing materials, and cleaning up.
4. Mentors new HDAs and assists in their skill development.
5. Assists with monitoring of HDA data entry/paperwork under the direction of the MHSS Manager.
6. Assists HDAs in completion of child screenings and Child Plus entry as needed to meet deadlines.
7. Assists in management of the e-DECA assessment, program, and reports.
8. Enters trainings in MO Workshop as requested
9. Manages and tracks equipment distributed to centers for Special Services.
10. Provides office support and completes special project requests from MHSS Manager, Coordinators, and HDAs.

11. Maintains Mental Health and Disabilities Resource guides.
12. Calls references and sets up interviews for various new hires when needed.
13. Creates Social Stories, Visual Routines, and other classroom intervention tools for EHS and HS classrooms/sites.
14. Provides a variety of reports to the Head Start and Early Start HDA team to track program services.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be 18 years of age.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and three years related work experience in an early childhood program. Experience or training in special education and/or mental health preferred.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS

Intermediate personal computer skills, including electronic mail, routine database activity, word processing, graphics, etc.

PLANNING/ORGANIZATION

Ability to handle multiple tasks simultaneously.

CERTIFICATES, LICENSES, OR REGISTRATIONS

Must have valid driver's license, reliable transportation, and meet Missouri automobile liability minimum requirements.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; and talk and hear. The employee is frequently required to stand; walk; used hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must occasionally lift and/or move up to 20 pounds. The employee is expected to perform light physical activity performing non-strenuous daily activities of an administrative nature. The employee must possess manual dexterity sufficient to reach/handle items. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Name