

Economic Security Corporation Job Description

Job Title: Mental Health & Special Services Manager
Division: Head Start/Early Head Start
Reports To: Director
FLSA Status: Exempt
Revision Date: October 24, 2021
Job Classification: Grade 7

SUMMARY

The Mental Health & Special Services Manager is responsible for ensuring that the Head Start and Early Head Start program meets the needs of children with disabilities and their parents. They work to develop program collaboration with local education agencies (LEAs), First Steps, and special services providers. The MHSS Manager ensures that the mental health and wellness of children, families, and staff are addressed through the collaboration of the Mental Health Consultants and local providers.

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

1. Develops and maintains a comprehensive Head Start/Early Head Start Disabilities Service Plan providing strategies for meeting the special needs of children with disabilities (or suspected disabilities) and their parents in the Head Start/Early Head Start program.
2. Monitors changes in the community and incorporates any necessary updates in the Disabilities Services Plan on at least an annual basis.
3. Provides training and technical assistance to staff regarding the Disabilities Services Plan so that it can be effectively implemented.
4. Monitors program compliance with federal regulations and Head Start Performance Standards.
5. Arranges for services for children with disabilities and follows up to see that services are provided.
6. Responsible for referrals to First Steps/LEAs to request evaluating children with suspected delays. Assists in transitioning Individual Education Plan (IEP) children in and out of the Head Start program and children with Individualized Family Service Plans (IFSPs) from EHS to HS or other appropriate placement.
7. Works as a cooperative team member with other Head Start Area Supervisors and Coordinators and agency staff in the effective integration of all program services.
8. Acts as a professional resource for staff and parents; researches, reports and gives training on specific disabilities and related issues.
9. Participates in special education professional groups in the local community.
10. Observes classroom situations and confers with child's parents, staff, and other professionals periodically to share information relating to the child's development.
11. Monitors the provision of developmental/social-emotional screenings for all enrolled children.

12. Meets with the LEAs, First Steps, and other special services providers to develop interagency agreements regarding services to children with disabilities. Maintains a file of interagency agreements and updates them on an annual basis.
13. Works with staff and families to facilitate a smooth transition into the public school system for children with disabilities.
14. Participates in IEP/IFSP meetings with parent, staff, LEAs, First Steps, speech pathologists, and psychological consultants, when needed.
15. Works with the Enrollment Coordinator to ensure that the computerized child tracking system is used to organize and track special education and other disability related services and to ensure the requirement of 10% enrollment slots are filled by children with disabilities.
16. Establishes and maintains any other necessary disability tracking system to supplement the program's child tracking system.
17. Responsible for ensuring the effective implementation of social/emotional and mental health services for children and families in both Head Start and Early Head Start, including childcare partners.
18. Ensures the development and implementation of the HS/EHS Employee Wellness Program.
19. Ensures new employee and annual training is conducted on Child Abuse & Neglect policies, procedures, and current Missouri law.
20. Develops and purchases mental health and wellness related resource material for distribution to staff and families.
21. Arranges for Mental Health & Wellness trainings and services for staff and families.
22. Monitors and completes mental health data for the management information system.
23. Assists in preparing a bid package to solicit psychological services for the Head Start/Early Head Start program, as needed.
24. Has monthly meetings with each mental health consultant and therapeutic counselor to discuss mental health services at the Head Start/Early Head Start sites.
25. Ensures Mental Health Consultants provide ongoing observations of the staff and children in the Head Start/Early Head Start classrooms through a "targeted referral process".
26. Monitors Mental Health Consultant visits with frequent checks of their documentation in Child Plus.
27. Complete necessary paperwork to make monthly payments for mental health services.
28. Utilizes computer-generated reports from the child tracking system to collect data, monitor, and make programmatic decisions that improve services in both mental health and disability services.

SUPERVISORY RESPONSIBILITIES

Supervises 3-6 employees.

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.

EDUCATION:

Bachelor's degree in Special Education, Psychology, Sociology, Early Childhood Education, Elementary Education or a related field.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write information and respond to questions from groups of managers, clients, customers, and the general public.

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 prioritize, organize, and delegate assignments.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license, have 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 talk or hear. The employee frequently is required to stand, walk, sit; use 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 is required to do light physical activity performing non-strenuous daily activities of an administrative nature. The employee must have manual dexterity sufficient to work with the fingers. 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 environment is well-lighted 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