

Jefferson County Committee for Economic Opportunity (JCCEO)

JOB ANNOUNCEMENT

JOB TITLE: Mental Health Coordinator

JOB LOCATION: Headquarters

REPORTS TO: Disabilities/ Mental Health Manager

POSTING DEADLINE: 1/17/2020

JCCEO Head Start/Early Head Start

Mental Health Coordinator

JOB QUALIFICATIONS

EDUCATION: Bachelor's Degree in Special Education or related fields. Master's Degree preferred.

EXPERIENCE: Minimum of three to five years administrative experience in the field of disabilities. Experience with health management serving infants, toddlers, and preschool children. Experience in Head Start a plus.

ABILITIES: Ability to communicate and work closely with various professional agencies and community groups. Ability to train staff, parents, and other related agencies. Must be able to relate to psychological, physical, and health problems present in the Head Start population. Excellent computer skills including database, word-processing, internet, e-mail and file sharing. Excellent verbal and written communication skills. Ability to work cooperatively and collaboratively with staff, parents, and others from a variety of ethnic, educational, and socio-economic backgrounds. Ability to bend, stoop, lift, and move frequently. Bilingual (Spanish / English) a plus.

JOB DESCRIPTION

RESPONSIBLE & ACCOUNTABLE TO: Disabilities/ Mental Health Manager

GENERAL DESCRIPTION: The Mental Health Coordinator works with center staff, and community agencies to assure the recruitment, evaluation, documentation, parent/teacher training, placement, and in-class support of children with disabilities and mental health concerns. Ensures that all guidelines are met.

SPECIFIC RESPONSIBILITIES:

1. Coordinates and assist Parent Family Community Engagement Component (PFCE) in the recruitment of children with special needs.
2. Monitor and assure the provision of all services (individual and group therapy) to children with disabilities on regular basis. Assure proper diagnosis, suitable placement, and management of children with disabilities.
3. Maintain reports and records on all children with Mental Health concerns.
4. Follow up and ensure the accuracy of all screenings of children with disabilities.

Jefferson County Committee for Economic Opportunity (JCCEO)

JOB ANNOUNCEMENT

5. Coordinate and/or provide in-service training and technical support in Mental Health and other aspects of services to staff and parents and serve as a resource person in matters related to children with behavior concerns.
6. Coordinate the development of special educational plans and provide accurate intervention and strategies for all children with suspected concerns.
7. Monitor and maintain all files and data printouts to ensure that all services are accurately documented.
8. Establish and maintain networking relationships with other community agencies that provide services relevant to the needs of the Head Start and EHS children with disabilities and their parents.
9. Prepare the annual update of the Disabilities / Mental Health workgroup in cooperation with the appropriate staff, parents, and Board members. Meet all deadlines related to the Disabilities/ Mental Health Component.
10. Coordinate activities with other Head Start Coordinators and components.
11. Inform Manager of all new public laws, regulations, and changes as they relate to the Head Start program that may affect services offered to children with disabilities. Recommend appropriate strategies for improvement of disability/mental health program.
12. Attend workshops, training sessions, classes, and other educational sessions as needed, in order to attain additional job-related skills and knowledge, and to improve daily performance.
13. Adhere to all policies and procedures of the Head Start/Early Head Start Program and JCCEO.
14. Attend meetings outside of normal working hours/evening hours, including out-of-town meetings when necessary.
15. Preserves the confidentiality and integrity of all program information.
16. Perform other duties as assigned by supervisor when needed, as this job description serves to provide a general overview of what is expected of the position holder. It is not intended to include all the responsibilities of this position.

APPLICATION INSTRUCTIONS

All qualified and interested parties should submit a resume, along with a cover letter describing the alignment of your experience with the requirements of the position.

PREFERRED METHOD OF APPLICATION

Email all application materials via Word or PDF attachment to RECRUITMENT@JCCEO.ORG

Please include the title of the job in the subject line.