

SHASTA HEAD START CHILD DEVELOPMENT, INC

Disabilities and Mental Health Coordinator

Supervisor: Disabilities and Mental Health Services Manager Classification: Non-Exempt

Mission

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary

Assist the Disabilities and Mental Health Services Manager in planning, facilitating and coordinating services to children with disabilities and behavioral needs. This is to be done in accordance within the prescribed framework, funding parameters, philosophy, policies, and procedures of Shasta Head Start.

Essential Duties and Responsibilities

- Assist Disabilities/Mental Health manager with all department operations.
- Provide facilitation and assistance to Head Start staff and families in the identification and accommodation of children with disabilities and behavioral needs.
- Coordinate and schedule family and community meetings.
- Provide support and training to families, children and staff on topics relating to behavioral and special needs.
- On-going professional development through education, role modeling, mentoring, and training.
- Ensure that children in disabilities and mental health program have relevant and up-to-date files.
- Coordinate referrals to community agencies and ensure timely follow up.

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

Qualifications

Knowledge and Skills

- Basic math skills with the ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to operate general office equipment.
- Knowledge of various software programs such as MS Word, Excel, Power-Point, and Publisher.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to effectively present information and respond to questions from groups of managers, community resources and regulatory agencies, employers, community groups, families, staff and the general public.
- Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and government regulations in fields relevant to position.
- Ability to write reports, business correspondence, and procedures manuals.
- Ability to organize and manage time effectively, and work independently.
- Ability to travel throughout Shasta Head Start catchment area on a regular basis

- Knowledge of Special Education Law and Regulations.

Education

Minimum

AA in Child Development, Psychology or related field.

Desired

BA in Child Development, Psychology or related field.

Training and Experience

Minimum

Two years experience working with families and children with special or behavioral needs.

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; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

Employee (Print)

Employee Signature

Date

Supervisors Signature

Date

Supervisors Title