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| Job Title: | **Mental Health Manager** |
| Department: | **Child & Family Development** |
| Reports to: | **Early Childhood Programs Director** |
| Grade: | **L** |
| Supervises: | **Family Engagement Specialists** |
| FLSA Status: | **Exempt** |
| Prepared by: | **Betsy Rees** |
| Date: | **January 26, 2021** |
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| Purpose: To successfully develop, implement and carry out the Mental Health programming for the Head Start and Early Head Start programs in accordance with the Head Start Performance Standards and NMCAA Program Plan.  |
| Essential functions:* Explore and establish community resources and referral sources with appropriate mental health professionals to support program children, families, staff and childcare providers.
* Develop program mental health support and establish goals together with the Infant Mental Health Specialist, contracted Mental Health consultants, and Conscious Discipline coordinator.
* Seek new therapists and Mental Health consultants based upon individualized needs.
* Oversee, support, collaborate and regularly meet and communicate with contracted Infant Mental Health Specialist and Mental Health consultants to ensure that Performance Standards and program philosophy are adhered to during consultations.
* Obtain Mental Health consultant guidance for effective mental health programming and support.
* Oversee, guide, and evaluate the Conscious Discipline coordinator as well as the coordinator’s support and trainings provided to staff, families, and the community.
* Develop and maintain annual contracts for Mental Health consultants and IMH Reflective Facilitators.
* Coordinate Reflective Practice groups.
* Regularly communicate with Infant Mental Health Specialists about Mental Health Consultant Reflective Practice case reviews.
* Maintain regular communication with area therapists whom the program refers children/families to.
* Negotiate discounted referral rates for program mental health services.
* Work with staff in determining appropriate referrals for children/families, track referrals and to stay within budget.
* Facilitate and individualize referrals as best as possible to meet child, family and staff needs for needed mental health family home visits, classroom support and/or area therapists.
* Create individualized referral contracts per each referral for community therapists.
* Distribute the mental health referrals to Mental Health Consultant or Therapist and obtain and pass along the professional mental health guidance and follow up to staff.
* Provide phone, email or in person support to staff, childcare providers and Mental Health consultants for problem solving difficult child and family situations.
* Provide requested resources for staff, families or childcare providers on social, emotional, mental health and/or sensory related issues.
* Complete classroom observations and/or home visit support when feasible.
* Promote communication and collaboration between the program and other area mental health providers to focus on effective local social and emotional, parenting, and mental health guidance opportunities.
* Coordinate Conscious Discipline and other trainings supporting infants, early childhood and family social and emotional and mental health issues and challenging or atypical child behaviors for parents, staff, childcare providers, and community.
* Collaborate with other early childhood, school districts and mental health professionals to provide webinar trainings throughout 10 counties.
* Ensure ongoing and individualized social and emotional and sensory support through mental health consultations and trainings.
* Explore and assist with staff and Mental Health Consultants using research-based assessment tools for supporting healthy parent-child or adult-child relationships, identifying social and emotional and sensory concerns in children that may be driving challenging behaviors and complicating overall functioning.
* As needed, support staff and MH Consultants in advocating for and identifying additional ways to individualize for enrolled children with challenges not severe enough for ISD services and/or add an additional layer of support in addition to ISD or other mental health services.
* Support staff and Mental Health Consultants to navigate agency systems to advocate for families to be appropriately supported.
* Review all mental health invoices and create check requests.
* Complete mental health In-kind, mental health forms, and surveys.
* Participate in area Infant Mental Health groups, initiatives, and training committees to provide families, staff, childcare providers and community members with ongoing Infant Mental Health training series.
* Update the NMCAA Head Start program plan and self-assessment.
* Collaborate with the Director and all staff to ensure effective mental health programming.
* Performs other incidental and related duties as required and assigned.
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| Position Objective: * To fulfill management/supervision duties in the development of FES staff.
* To ensure the compliance with all state and federal programmatic requirements.
* To support staff in their training and professional development goals.
* To represent NMCAA in a professional, supportive, and knowledgeable manner.
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| **Measured by:*** Results and outcomes of Child & Family Development departmental monitoring and audits.
* Feedback from agency leadership, staff, and community partners.
* Completion of balanced budgets in areas of control.
* Flexibility to adjust to situations and react as necessary for the betterment of the agency.
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| **Minimum Education:*** Master’s degree in Early Childhood Education or related field.
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| **Minimum Experience:*** 5 years’ prior experience in management, training, and program evaluation.
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| **Essential Abilities:** * A commitment to the NMCAA philosophy and mission.
* Ability to maintain confidentiality.
* Ability to interact positively with co-workers and clients in a non-judgmental, tactful, and courteous manner.
* Ability to suggest innovative approaches in completing job responsibilities.
* Ability to work openly and cooperatively as a team member with agency and community members.
* Ability to perform physical tasks to carry out specific job duties.
* Ability to plan, organize, prioritize, and multitask.
* Strong public speaking skills and the ability to prepare and carry out trainings.
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| **Minimum Skills Required:*** Ability to partner cooperatively with other agencies, GSRP partners, the Intermediate School District and health professionals.
* Effective written and interpersonal communications skills.
* Strong organizational skills with the ability to work efficiently and effectively.
* Creative and innovative approach to job tasks.
* Willingness to seek professional development.
* Research skills related to focus areas (Mental Health, Family Support).
* Willingness to adhere to the NMCAA Child & Family Development Program Guidance Policy**.**
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| **Minimum Physical Expectations:*** Physical activity that often requires keyboarding sitting, phone work and filing.
* Physical activity that often requires extensive time working on a computer.
* Physical activity that often requires car travel.
* Physical activity that often requires lifting under 25 lbs.
* Physical activity that sometimes requires bending, stooping, reaching, climbing, kneeling, and/or twisting.
* Physical activity that sometimes requires pushing and/or pulling over 25 lbs. but not more than 50 lbs.
* Physical activity that sometimes requires lifting over 25 lbs. but not more than 50 lbs.
* Physical activity that never requires lifting of more than 50 lbs.
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| **Minimum Environmental Expectations:*** The Mental Health Manager position operates in an office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
* The employee also uses a vehicle which exposes them to potential traffic dangers and exposure to weather conditions.
* Possible exposure to blood and bodily fluids or tissues.
* Possible exposure to communicable diseases.
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