

## **Disabilities/Mental Health Manager HS/EHS**

### **Purpose Statement**

The job of Disabilities and Mental Health Manager HS/EHS is done for the purpose/s of managing, supervising and coordinating the disabilities and mental health programs and related activities by providing a broad range of services including early childhood mental health consultation, in classrooms and through home visits, training and coaching staff, screening, assessment and referral services; and providing parent training within established guidelines and standards.

This job reports to Program Administrator HS/EHS.

### **Essential Functions**

Analyzes a variety of program related information (e.g. school readiness goals, preschool mental health and disabilities activities, state reports, parental input, out of classroom activities, etc.) for the purpose of providing direction and support, making recommendations, and/or ensuring overall operations are within budget and adhering to compliance guidelines and meeting performance standards.

Collaborates with internal and external personnel (e.g. administrators, family members, public agencies, staff, etc.) for the purpose of implementing and/or maintaining services and programs.

Conducts observations in classrooms and on home visits for the purpose of monitoring program standards and/or ensuring compliance with established guidelines.

Conducts site visits to Head Start centers for the purpose of monitoring program standards and/or ensuring compliance with established guidelines.

Consults with center staff and families on a variety of issues for the purpose of providing technical assistance and/or training for quality professional development opportunities

Develops policies and procedures (e.g. scope of services, program expansion, training, etc.) for the purpose of meeting the educational needs of Head Start/Early Head Start children and their families and/or ensuring compliance with established guidelines/or standards, including Title 5 and Title 22.

Ensures compliance with Head Start Performance Standards, CDE regulations (e.g. school readiness, special needs, mental health, etc.) for the purpose of following all guidelines and requirements of the COE and all State and Federal regulatory agencies

Maintains a library of resources related to children who have special needs or mental health needs for training and circulation purposes for the purpose of providing needed resources to staff and families.

Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.

Maintains a variety of written materials (e.g. reports, memos, letters, mental health plans, contracts, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Monitors safety of children in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.

Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.

Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

Prepares a variety of materials (e.g. reports, letters, memos, actions plans, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Researches a variety of topics (e.g. current practices, instructional materials, methods, curriculum guidelines, etc.) for the purpose of supporting effective teaching practices that are linked to positive child outcomes.

Responds to inquiries for the purpose of resolving issues, facilitating communication among parties and/or providing information or directions.

Serves as a liaison between the Head Start/Early Head Start program and mental health agencies, early intervention programs, families and others for the purpose of ensuring compliance, continuity of care and facilitating communication between participants.

### **Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles of Early Childhood Education; age appropriate activities; assessment instruments and techniques; concepts of grammar, spelling and punctuation; job-related codes/laws/rules/regulations/policies; and stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; networking and facilitating communications; motivating others; and developing and implementing effective conflict resolution.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:**

**Required Testing:**

Pre-Employment Health Screening

**Certificates and Licenses:**

Valid Driver's License & Evidence of Insurability  
Pediatric CPR/First Aid Certificate

**Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

**Clearances:**

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance  
Proof of Influenza, Pertussis & Measles Immunizations

**FLSA Status**

**Approval Date**

**Salary Grade**

Exempt

5/8/2021

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