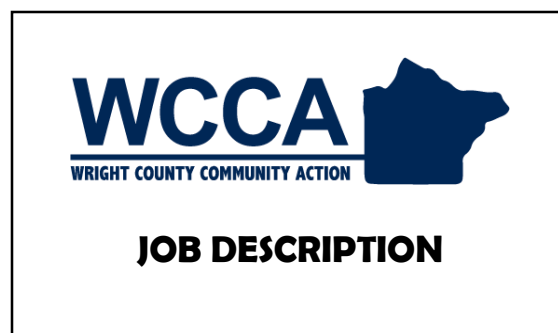


<b>Department/Division:</b> Head Start
<b>Reports To:</b> Head Start Director
<b>Supervises:</b> Assigned Head Start Centers
<b>Status:</b> Non-Exempt, Full-Time
<b>Duty Station:</b> WCCA Main Office, Maple Lake, MN



## Disability/Mental Health Specialist

### Job Summary:

As part of the WCCA team, all employees work to help us achieve our mission. By working together, we will fulfill the Agency’s goals as set forth in our strategic plan. We strive for continuous improvement and are helped along that path through the use of the Results Oriented Management and Accountability (ROMA) data system. ROMA helps us in many areas including assessment, planning, implementation, achievement of results, and evaluation. We seek outcomes that align with individual program standards, national ROMA goals and the National Community Action Partnership.

The Disability/Mental Health Specialist is responsible for conducting developmental screenings and referrals for Head Start children in Wright and Western Hennepin counties. This position is responsible for the supervision and monitoring of Head Start program operations in an assigned area. This position implements assigned portions of the Early Childhood Development and Health Services Plan, and Disabilities Services Plan.

### Education and Experience

- Bachelor’s degree in Early Childhood Education, Special Education, Social Work, Childhood Psychology or Mental Health, State licensing with Pre-K endorsement, or related field of study.
- Training and/or experience in Parent Education, Social Services and Human Services, or a related interdisciplinary field.
- Experience in staff supervision.
- Experience or ability to work with groups of parents and individuals from diverse socio-economic backgrounds.

### Required Skills and Abilities

- Ability to work independently and as a member of a team.
- Ability to establish and maintain an accurate, up to date record and data tracking.
- Must have access to transportation for regular business travel.
- Must be available for evening activities.
- Must meet State Licensing requirements for teacher including CPR, First Aid, and Child Passenger Safety.
- Must be able to utilize and operate computers in daily operations.
- Ability to work with a diverse population.

## Essential Job Functions and Responsibilities:

### 1. Support and model WCCA's Behavioral Competencies:

Making People Matter	Organizational Success
Commitment to Mission, Vision and Values Advocate for the People We Serve Accessible and Open to the Public Commitment to High Quality Honest, Fair & Trustworthy Respect and Value Others' Perspectives Foster Feelings of Hope	Continuous Learning/Development Display Leadership Qualities and Ownership Process Improvement Efficient Use of Resources Support Diversity and Understand Related Issues Teamwork/Cooperation Recognize Others' Achievements
Job Effectiveness	Open to Change
Planning/Organizational Skills Sound Judgment & Effective Decision Making Productive and Results-Oriented Effective Communication Dependable & Responsible Job/Organizational Knowledge Display Initiative	Resilient in the Face of Challenges Focus on Longevity/Sustainability Resolve Conflicts Constructively and Collectively Support Others Creativity/Innovation Positivity

### 2. Head Start Specific Responsibilities:

- Supervises Center Supervisors and Head Teachers in assigned areas.
- Monitors the daily activities and documentation at assigned centers.
- Conducts ESI-R screening for all enrolled children within 45 days of child's first day of attendance.
- Maintains computerized documentation of ESI-R screening results on all enrolled children.
- Maintain documentation on children with suspected and/or identified special needs/mental health concerns.
- Refer children with suspected special needs/disabilities/mental health concerns for diagnostic assessment and monitor the process.
- Develops and maintains behavior plans at all centers.
- Implements mental health scheduling and consultations.
- Implements and assures compliance with all policies, procedures and approved activities of WCCA and the Head Start program to attain all program objectives and meet program Performance Standards.
- Assists Education Planning Specialist gathering monitoring and gathering outcomes data
- Assists in CLASS observations.
- Assists the Health Specialist in providing orientation to new staff.
- Assists with monitoring of staff CDA's, student teachers and foster grandparents in assigned centers.
- Assists Program Manager with Policy Council recruitment, training and on-going involvement with parents from assigned centers
- Attends and/or assists in conducting all assigned staff training, assigned meetings and special events as scheduled.
- Responsible for ensuring rapid communication between field operations and office.
- Schedules and conducts Mediator Meetings with assigned centers.
- Assists with implementation of remote computer activities.

- Serves as agency link to families from assigned centers.
- Coordinates Transition Activities for assigned centers.
- Maintains documentation of center/staff observations and evaluations.
- Assists Program Manager with Policy Council recruitment, training and on-going involvement with parents from assigned centers.
- Assists Education/Coach Mentor Specialist, ERSEA and Support Manager, and Health Specialist in other duties and responsibilities as assigned.
- Perform other duties as assigned.

**Physical Requirements and Working Conditions**

Job Specific Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with coworkers				X
Sitting			X	
Standing/Walking		X		
Climbing/Stooping/Kneeling		X		
Lifting/Pulling/Pushing up to 30 pounds		X		
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system				X

**Statement of Understanding:**

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list or responsibilities, duties, and skills required. Furthermore, they do not establish a contract of employment and are subject to change at the discretion of Wright County Community Action.



January 1<sup>st</sup>, 2019

Approved By: Executive Director/Date



January 1<sup>st</sup>, 2019

Approved By: ADA Compliance/HR Director/ Date

## Employee Acknowledgement

I have read and understand that this Job Description describes my job duties at Wright County Community Action. I have received a copy of this Job Description and understand that it is my responsibility to read and comply with it. I understand that I should contact my direct supervisor with any questions I have about my Job Description.

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee's Name (Printed)