

Cornerstone Community Action Agency

Job Description

JOB TITLE: Mental Health and Disabilities Manager

Exempt (Y/N): Yes

Introductory period: 90 days

Supervisor: Director of Child and Family Services (DCFS) Work Period: 12 months per year

Cornerstone Community Action Agency is committed to a policy of Equal Opportunity Employment (EOE) in its dealings with both employees and applicants for employment. As such, CCAA provides equal opportunity without regard to race, ethnicity, age, religion, sex, sexual orientation, national origin, Mental Health, status as a veteran, or any other characteristic protected by law except when such characteristic is a bona fide occupational qualification.

CCAA Vision Statement

To build thriving and self-sufficient communities by creating equal opportunities for all individuals and families.

CCAA Mission Statement

A Community in Action, Empowering People, Changing Lives, and Offering Hope to Achieve Self-Sufficiency.

This position assists in the fulfillment of the agency's mission by creating an opportunity to empower people, change lives, and offer hope to achieve self-sufficiency for each individual and family we serve.

SUMMARY: To manage mental health and disability services for all Child Services children's programs for CCAA. To provide leadership in planning, designing, implementing and evaluating systems related to mental health and disabilities and related services and in representing the agency in local, regional, state, and national communities. Direct the process of identification of children with disabilities and mental health concerns and of children and parents who need further services and support. Refer to and monitor early intervention, mental health and/or other community services. Provide expert guidance on mental health, early intervention and disabilities topics. Ensure compliance with federal regulations, state licensing regulations, and Cornerstone Community Action Agency Policies and Procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES. The MH/D Manager will:

- Participate as a member of the CFS management team in developing and implementing program schedules, plans, and procedures
- Participate in annual budget planning and strategic planning as related to assigned content area.
- Provide status reports on the budget for mental health and disabilities services, including identifying essential needs for quality programming.
- Maintain current knowledge of changing systems, regulations, early care and mental health/disabilities best practices and program policies.
- Ensure compliance with all federal, state, and local legal requirements by studying HSPPS, state licensing regulations, recommended best practices, and CCAA policies for Child and Family Services. Enforce adherence to all requirements in classrooms and to regulations for mental health and disability services; advise management team on needed actions.
- Observe classes and home visits; analyze observations and recommend appropriate intervention strategies and needed follow-up.
- Use observations to assist in creating physical and cultural environments that promote positive mental health and social and emotional functioning.

- Establish and direct a comprehensive mental health services delivery system that includes mental health screening for each child, and, if appropriate, further assessment and services; assure and monitor compliance with regulatory timelines and consent requirements; if appropriate, refer for further assessment and/or needed services; monitor and report.
- Screen all EHS pregnant and postpartum women for depression and other mental health concerns, and, if appropriate, refer for further assessment and/or needed services; monitor and report.
- Review Evaluation Reports and monitor the implementation of Individualized Family Service Plans (IFSP) and Individualized Education Plans (IEP) by Teachers and Family Educators.
- Monitor timelines and keep abreast of IFSP and IEP dates.
- Assist with the recruitment and enrollment of children with disabilities and special needs; monitor and report.
- Coordinate the transition of children with disabilities and special needs into and out of Early Head Start; obtain needed documentation to assure appropriate delivery services.
- Ensure timely, efficient communication of disabilities services information to allow for smooth program-wide planning and operations.
- Assure inclusive, appropriate early intervention services for eligible children;
- Assure and monitor compliance with regulatory timelines and consent requirements.
- Advocate for children with disabilities or special needs; and,
- Model appropriate advocacy techniques for parents and staff.
- Attend ARD and ECI meetings as appropriate to support parents.
- Participate in professional development activities and organized community events.
- Responsible for the timely completion and submission of all reports as required by HSPPS, licensing, and policies.
- Help families identify, access, and navigate community mental health care and/or disabilities services and systems, as needed.
- Coordinate with Management team members to provide services for children with identified mental health/disability concerns, including ensuring classroom plans are implemented.
- Attend conferences, meetings, and staffings regarding child development issues and represent CFS at advisory meetings as designated.
- Promote and support, professional training and development opportunities and ensure that staff mental wellness is a priority.
- Provide resources and support to staff during times of crisis.
- Ensure classrooms and other sites use for education/mental health services comply with health and safety requirements as stated in HSPPS, licensing, health department, and fire code.
- Provides leadership for the development and promotion of trauma-awareness to promote trauma-informed and strength-based approaches Head Start/EHS Programs.
- Complete other duties as assigned by Director of CFS and Executive Director

General Responsibilities The staff member will:

- **Appearance:** Ensure personal appearance, personal hygiene, and dress are appropriate for the day's activities and comply with dress code.
- **Reliability:** Ensure he/she can be counted on to carry out assigned responsibilities independently.
- **Safety:** Safely and properly use, maintain, and operate all equipment for carrying out duties.
- **Punctuality:** Employee observes regularly scheduled work hours.
- **Compliance:** Employee follows Agency policies, procedures, and established regulations including HSPPS and Childcare Licensing.

Qualification Requirement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Must be 18 years old or older. 1) Bachelor's degree from a four-year college or university in field related to childhood mental health, development, or disability (required); license or mental health certification (required), and one-year experience working with young children (preferred). 2) Must be knowledgeable of the social, emotional, physical needs of low-income families, must have experience working with low-income families and the general public and be able to relate to families and to understand their needs and concerns. 3) Head Start experience; strong understanding of the Head Start Performance Standards and content areas and thorough knowledge and application of developmentally appropriate practices (strongly preferred).

Required Skills/Abilities*Language Skills*

Must have ability to read and interpret documents such as Agency policies and procedures, program outlines and regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people, employees, or community organizations. Ability to provide training on regulations, policies, and procedures. Must be able to utilize the telephone to verbally communicate in an effective professional manner with the general public, agency clients, vendors and staff. Excellent oral, written communication skills, including group presentations. Good diagnostic, troubleshooting, and problem-solving skills. Experience in the administration of child care program or entity relative to assignment. Additional skills for compliance include: Research skills, reporting research results, analyzing data, coordination, and staff and program evaluation skills.

Reasoning Ability

Must have the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must have ability to deal with problems involving several concrete variables in standardized situations.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Physical Demands

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. In order to meet the requirements for home visits and training, the employee must maintain a valid driver's license or otherwise have transportation to and from required home visits or required training.

Other Skills and Abilities

Ability to operate a personal computer, e-mail, and word processing software. Maintains valid Driver's License and regular access to reliable transportation; Maintenance of required motor vehicle insurance with the minimum coverages set by the State.

**This form reflects the general details considered necessary to describe the essential function of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent to the job.*

Failure to comply with Personnel Policies, job responsibilities, and functions, safety policies, can result in disciplinary actions up to and including termination.

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

EMPLOYEE RECEIPT OF JOB DESCRIPTION

This job description is not intended to be all inclusive. CCAA reserves the right to revise or change job duties. This job description does not constitute a written or implied contract of employment. I have read and understand this job description. I certify that I am able to perform the requirements of this job description. I have received a copy of this document.

Employee SIGNATURE

Date of Signature

Employee PRINTED NAME