



Cornerstone Community Action Agency

Mental Health Consultant Request for Proposal

Objective: Cornerstone Community Action Agency (CCAA) Head Start/Early Head Start (HS/EHS) is seeking to secure the services of a licensed Mental Health professional to provide Mental Health and Social-Emotional or Behavioral Health services, including support for the children, families, and staff as required, by the Head Start Program Performance Standards.

CCAA will accept and review Statements of Qualifications and select the most suitable and beneficial mental health professional to provide services. Those firms or persons considered most qualified may be requested to make further submittals and/or to be interviewed prior to CCAA making its final selection. Information and instructions necessary for mental health consultants to submit Statements of Qualifications to CCAA are contained within this Request for Proposal.

Qualifications:

- Must be a mental health professional, licensed or certified to work in Texas preferably in Social Work, Psychology, Counseling, Marriage and Family Therapist, or related field. (1302.91 (8.ii))
- Must have minimum of two years' experience and expertise in serving young children (birth to age five) and their families. Preferred experience in Head Start or Early Head Start program.
- Must have the availability to frequent all centers and all classrooms within CCAA's four-county service area (Jack, Palo Pinto, Parker, and Wise Counties of Texas) at a minimum of five scheduled visits per year.
- Preferred bilingual, with oral and written skills in Spanish and English.

Roles and Responsibilities of the Consultant:

HS/EHS programs are required to provide a broad spectrum of mental health services. The services include mental health promotion, prevention, early identification of mental health concerns, and referrals for treatment of children and families.

The Early Childhood Mental Health Consultant will

- provide support and training in the areas of mental and behavioral health to the staff and families of children enrolled in the program.
- provide classroom and individual child observations utilizing an approved, standardized mental health/behavioral, and/or social-emotional observation tool and provide written and oral strengths-based feedback to staff and parents.

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, disability, status as a veteran, or any other characteristic protected by law except when such characteristic is a bona fide occupational qualification.

- provide special help for children with atypical behavior or development, attending and conducting behavior conferences with parents and staff
- develop the intervention plan and assist with implementation of the plan, if indicated for a classroom or an individual child, by providing guidance and modeling of developmentally appropriate, effective ways to support young children's social-emotional development.
- provide training and on-site coaching of staff as needed to implement an intervention plan for identified children.
- Provide guidance and model developmentally appropriate activities for children and effective ways to work with and support very young children.
- Meet individually with parents and staff (during on-site visits) that may need to share mental health concerns.
- Organize and conduct mental health awareness presentation for both staff and parents.
- Provide referral and resource information to staff, families and the program.
- Assist CCAA management staff in the development and implementation of program practices responsive to identified behavioral and mental health concerns of an individual child or group of children, including working with staff and parents.
- Attend staff meetings to provide feedback on observations and/or intervention plans

Knowledge, Skills and Abilities:

Knowledge of:

- infant and early childhood mental health
- differences in mental health services and concepts across cultures
- child mental health services system

Experience with:

- clinical documentation
- formulating and writing assessment and support plans for very young children
- facilitating a family-centered approach to services

Skills:

- use evidence-based practices
- build and maintain strong, collaborative relationships with service providers and families
- lead and facilitate provider training and/or parent education groups
- conduct standardized screens and assessments for very young children
- use results of observations, screens and assessments to guide work with families and childcare staff, set goals and develop individualized plans
- communicate effectively with diverse groups both verbally and in writing
- conduct and interpret mental health screening
- be sensitive to the first language of families
- use treatment methods that reflect the culture specific values and treatment needs of clients

Qualification Statement: The statement must be organized in the sequence outlined below. Sections must be clearly labeled with the corresponding letter associated with that section and contain only the *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, disability, status as a veteran, or any other characteristic protected by law except when such characteristic is a bona fide occupational qualification.*

information requested.

- A. Applicant Information:** Provide a title page containing the following general information: RFQ Title “**Head Start / Early Head Start Mental Health Consultant 2019 RFQ**”, Name, Address, Phone Number and Email Address.
- B. Licensing and/or Certifications:** Provide documentation of any professional licenses and/or certifications. Provide transcripts (may be unofficial, with official ones required before hiring would be complete).
- C. Minority and/or Women’s Businesses:** Qualifications submitted by documented minority or women’s business enterprises will be given special consideration. *References:* Provide at least two references for any private or public entities for whom professional appraisal services have been rendered. Please include a point of contact and telephone number and email address if available.
- D. Litigation:** Provide documentation explaining any prior or pending litigation brought against the you over the last five years.

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