

CHILDREN'S FRIEND AND SERVICE

Job Description

Job grade: 11

Position: Early Childhood Mental Health Specialist

Reports to: Vice President of Programs

Qualifications: Masters Degree in Social Work, Mental Health Counseling or a related field from an accredited school. Licensed preferred. Must have a good working knowledge and at least 3 years experience of assessment and counseling services with young children and families. Must have a valid driver's license, car, and auto liability insurance. Fluent in English and Spanish preferred.

Job Responsibilities

1. Provide assessment, diagnosis and counseling to clients and families across all agency programs. Services provided may be home, office or community based, and may include crisis intervention services on an as needed basis.
2. Assume intake and enrollment responsibilities for children and families across all agency programs. Work collaboratively with Managers and other staff to plan, develop, and implement an organized outreach and recruitment process for the agency's programs
3. Provide mental health consultation to center Teachers, Directors and program staff to promote optimal social emotional development in young children.
4. Track and report all data related to eligibility, enrollment and mental health per Head Start performance standards and contractual requirements.
5. Coordinate and collaborate with providers in other service systems including; DCYF, legal, judicial, medical, educational, human services, etc.
6. Maintain accurate client records and complete all necessary documentation within established program time frames.
7. Complete timely insurance authorizations as necessary and maintain current information regarding insurance eligibility.

8. Constructively utilize formal and peer supervision to evaluate and improve effectiveness in providing services to clients. This includes active participation in weekly team meetings and the peer review process.
9. Provide after hour's beeper coverage on a rotating basis.
10. Identify training needs and actively participate in training program. Assume additional responsibility for professional development by reviewing appropriate literature and attending relevant conferences and workshops. (including Children's Friend's universal training program).
11. Interact effectively and respectfully with others and particularly with individuals whose backgrounds and life experiences are different from one's own.
12. Contribute to the overall success and quality of the agency by working constructively and collaboratively with other staff members to address programmatic and agency-wide issues and needs.
13. Maintain productivity standard.
14. Complete other duties as assigned.

I have read the above list of duties pertaining to my position. I agree to adhere to the policies and procedures of Children's Friend.

Employee's Signature

Date