

## **Early Head Start Mobile! Job Description: Health/Mental Health**

### **POSITION PURPOSE**

Coordinate the delivery of comprehensive health services to Early Head Start children and families according to Early Head Start Performance Standards. Plans and coordinate mental health services for EHS children and families. Develop the health and mental health work plans, policies and procedures and ensures implementation.

### **ESSENTIAL FUNCTIONS**

- Effectively works in a team management environment to coordinate services including achievement of program objectives, establishing support and respect for others, working as a member of a team, assuming leadership when appropriate, and making continuous improvement.
- Plans, writes and implements the annual health and mental health work plans as assigned to meet Early Head Start performance standards.
- Establishes and maintains a reporting system for health and mental health, to report progress, identify areas of need, and to stimulate action steps for improvements.
- Coordinates and provides services to accomplish health and mental health services objectives as developed in the work plan.
- Determines needs and provides training and technical assistance for staff and parents relative to health services.
- Monitor Early Head Start health services: track referrals, follow-up, evaluations and re-evaluations.
- Monitor implementation of delivery of services including follow-up for referrals. Ensures documentation is timely, complete and entered into Child Plus software.
- Arranges for health and mental health services for identified Early Head Start children and families. Oversees referral of families and children to other agencies/providers as needed.
- Coordinates classroom observations by a mental health provider.
- Provides health resource information to staff and families on an as-needed basis.
- Plans, writes, implements work plan for services to pregnant mothers.
- Collaborates with community agencies and programs to ensure services to pregnant mothers are monitored and adhere to Performance Standards.

- Assists in administration, data analysis and summarizing of annual self-assessment and writes service plans in response to finding.

**NECESSARY SKILLS AND KNOWLEDGE**

- Knowledge of early childhood development, family development, early intervention theories and practices
- Knowledge of health care delivery, planning and administration
- Demonstrated ability to provide training and technical assistance to staff and to families
- Ability to analyze data, information, facts, draws logical conclusions, and organizes information to make and implement plan.
- Ability to work in a team management environment.
- Demonstrated written and oral communication skills.

**MINIMUM QUALIFICATIONS (education, experience, skills)**

- Associate Degree in related fields
- Two (2) years' experience or equivalent providing Health or Disability services.
- Valid Alabama Driver's License
- TB test and Criminal Background Check clearance

**PREFERRED QUALIFICATIONS (education, experience, skills)**

- Baccalaureate or advanced degree in early childhood education; disabilities; or health related services

**PHYSICAL REQUIREMENTS OR RESTRICTIONS**

The majority of work is performed in a professional office setting and is generally sedentary, requiring routine walking, standing, bending, and carrying of items weighing less than 40 lbs.

**POSITION INFORMATION**

- 52 weeks, Non-exempt
- Supervised by Program Director

**SALARY RANGE**

\$35,000-40,000