ORGANIZED COMMUNITY ACTION PROGRAM, INC.
HEAD START & EARLY HEAD START

Mental Health and Disabilities Coordinator

Supervisor: Education Manager
Status: Non-Exempt
Terms of Employment: Regular Full-Time

Supervisory Control:
Mental Health and Disabilities Coordinator works under the direction of the Education Manager.

Responsibilities:
To plan, organize, manage, monitor, and implement activities of the Mental Health and Disabilities component as required by Administration for Children and Families (ACF) Performance Standards, transmittal notices and other regulation and as directed by the Education Manager.

Assist in coordinating the delivery of mental health and disabilities services to enrolled children and families.

Performance Standards:
The quality of the work performed by the incumbent will be generally measured by the mental health condition of the enrolled children and the mental health practices employed by the center's staff. Other factors may be measured through the review of written reports and the interpretation of comments made by parents and others.

Duties:

1. Assist with identifying the special health needs of the children with disabilities through conducting parent interviews and reviewing the observations of teachers and health professionals and will monitor children with disabilities at the centers.

2. Work with the planning and coordinating the delivery of mental health (without medication) and disabilities education programs to program staff, parents, and children and works closely with the Education Manager, Health Services Coordinator, and the Family & Community Engagement Early Head Start Manager to assure that Mental Health (without medication) and Disability education is integrated into the classroom activities.

3. Assist with writing and updating the disabilities/mental health (without medication) work plans.

4. Ensure Ages & Stages and DECA-P2 Assessments are entered and completed by deadline.

5. Monitoring of the disabilities and mental health (without medication) on an observation cycle to insure compliance and submit monitoring report to the Education Manager.

6. Assist with recruiting and taking applications.

7. Develop parent consent forms for disability services.

8. Requesting needed supplies for disabilities/mental health.

9. Coordinating scheduling of observations and/or consultations by psychologist or mental health consultants (LEA's).

10. Entering computer data output for accuracy of input of disability information. (I.e. Disability referrals and Individualized Education Plans (IEPS).

11. Enter mental health (without medication) and disability for PIR.

12. Developing and maintaining a comprehensive and confidential recordkeeping system as it relates to mental health (without medication) and disabilities.

13. Maintaining a current and accurate list of enrollees with disabilities.

14. Preparing and submitting of monthly reports for disabilities/mental health (without medication).

15. Assessing disability training needs of Head Start/ Early Head Start staff.

16. Assist with securing commitments for services and training needed.

17. Recruiting volunteers and in-kind contribution for disability services.

18. Ensures that all developmental screenings are completed within 4 weeks of child's entry.

19. Plans and delivers, or secures, individualized and/ or group training for staff and parents.

20. In close communication with the Education Manager, negotiates and secures Interagency Agreements with all local education agencies (LEA) and Child and Family Connections CFC) in counties where children live.

21. Assures the referral of children to the LEA and CFC when the need arises.

22. Assures that all necessary accommodations and adaptations are made.

23. Ensures the maintenance of required program records.

24. Submits required program reports (to include monthly reports to the Policy Council or Parent Committees and Board of Directors) in an accurate and timely fashion and participates in all case management meetings.

25. Assist in setting, clarifying, and communicating disabilities services standards and laws to staff and parents, when required or requested.

26. Works closely with the rest of the delegate's staff to plan integrated services for all children: plans awareness activities for children with Education Manager; coordinates with Family & Community Engagement Early Head Start Manager the recruitment of children with disabilities; participates with Health Services Coordinator, in the development of special environmental and safety procedures; and ensures the participation of disabilities service providers in the HSAC.

27. Reads and reviews legislation and other resources to keep abreast of current issues and trends related to the responsibilities of the job.

28. Secures appropriate resources for staff, parents, and children to include supplies, equipment, and training materials.

29. Follows and implements OCAP policies, procedures, and systems, ensuring compliance with Head Start Performance Standards and federal and state laws.

30. Ensures all disabilities resources are updated and included in the Resource Directory.

31. Transitions children with disabilities and those in the diagnostic process to their next destination, ensuring a smooth and efficient process, with full parental participation.

32. Assist Education Manager to ensure Agency's compliance with the American with Disabilities Act (ADA).

33. Performs other duties, as requested.

Essential Functions:

- Ensure Disabilities and Mental Health Services are provided that meet or exceed State licensing, Head Start Performance, and IDEA regulations.

- Ensure on-going recruitment of eligible families with children with IEP's and IFSP's.

- Responsible to ensure that overall program meets the enrollment expectation of 10% of enrollment of children with identified special needs.

- Be knowledgeable of community and program resources to support staff in referring families for needed services.

- Ensure staff knowledge and competency in regard to Performance Standards, Policies and Procedures, Ages and Stages, referral to community partners and access of community services in regards to children with identified special needs.

- Utilize conscious discipline strategies to prevent and defuse disruptive behavior.

- Be a resource to support staff in implementing conscious discipline with children and families.

- Provide all training, mentoring, and coaching as needed for individual staff members to achieve competency in implementation of Special education services.

- Ensure that all staff provide customer driven services, supporting the parent(s) as the first and most important teacher for their child.

- Identify programmatic barriers that prohibit optimal development of parents as the child's teacher and aid in the development of strategies to remove those barriers.

- Responsible for coordinating services with contracted special education providers and ancillary services.

- Ensure coordination of programming through positive relationships with all partners.

- Lead implementation and compliance of specific sub-parts of Head Start Performance Standards as assigned.

- Assist with the Annual Program Information Report (PIR).

- Coordinate mental health services and ensure implementation of mental health programming through positive relationships.

- Track all data related to the delivery of services to children with special needs or mental health issues.

- Review all consultation notes from mental health consultants and discuss any related issues with the appropriate Program Manager.

- Comply with Head Start Performance Standards.

- Update policies and procedures related to special needs and mental health as scheduled.

Qualifications:

1. Must have a B.S. degree in Health, Social Services, or Special Education.
2. Must be proficient in spelling, punctuation, and in the use of proper sentence structure.
3. Should be able to prepare final material that is free of errors and required format.
4. Should display friendly demeanor and nature that is also business-like.
5. Must be able to pass through local, state, and federal criminal checks and child abuse clearance
6. Must have a valid Alabama driver's license.
7. Must be able to travel and continue education.
8. Current physical examination and TB screen documentation upon hire..

Physical Demands:

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to walk and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and climb or balance.

The employee must regularly lift and/or move up to 10lbs., frequently lift and/or move up to 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.

Work Environment:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Non-Discrimination Policy:

It is the Policy of this Agency to be customer and service oriented and to require employees to treat customers in a courteous and respectful manner at all times.

Employees must understand that our customers come first and they are the primary source of the organization's income. All employees have an obligation to represent the Agency in a positive way and to make customers feel as comfortable as possible in dealing with the organization.

We provide equal opportunity in all aspects for services rendered to our customers. All employees will not discriminate against any customer because of their race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, age (40 and over), citizenship, physical or mental disability, military obligations, gender identity, genetic information or any other basis of discrimination prohibited by law.

Violations of this policy will not be permitted and will result in disciplinary action up to and including termination.

The Agency has appointed its Human Resource Manager as its EEO Officer to oversee compliance with this policy.

I have read and understand the responsibilities and requirements of my job description. By signing my job description, my signature verifies that I accept and agree with my responsibilities and requirements.

_____ _____

Signature Date

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Print Name

REVISED SEPTEMBER 2020