Job Title: Mental Health Consultant  
Department: Head Start  
Reports to: Head Start Program Director  
Pay Grade: Grade 9  
Policy Council Approval: June 2013

SUMMARY:
The Mental Health Consultant (MHC) is responsible for providing early childhood mental health consultation support to Head Start staff, children, and families. The MHC will provide a broad range of services, including early childhood mental health consultation in classrooms and through home visits; training staff; screening, assessment and referral services; and providing parent trainings. The MHC will also collect data, maintain records, and support compliance in all facets of Head Start Performance Standards and State regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Understand and promote the goals and philosophy of Head Start
- Has knowledge of, and adheres to, Head Start performance standards and the agency’s mission statement
- Adheres to the MOCA Standards of Conduct and the NAEYC Code of Ethical Conduct
- Assist in identifying and recruiting prospective families and volunteers for Head Start
- Recognizes functions of Parent Committee, cooperates with committees, and Head Start Policy Council
- Maintain and update policies, procedures and handbooks per Federal/State regulations, agency directives, and guidelines
- Updates, monitors, and follows Policies, Procedures, and forms on agency website as needed
- Plan and/or conduct staff professional development
- Ensures the maintenance of required program records and follows the MOCA Head Start Record Retention policy and procedure
- Sustain or acquire adequate transportation to use for meetings, trainings, and other work-related business
- Participates in management staff meetings and attends trainings, as needed
- Participates in annual strategic planning processes
- Participate in the planning and implementation of the annual self-assessment process
- Contributes to the development of program proposals and Community Assessment, as requested
- Submits required program reports in an accurate and timely fashion
- Ensure that PIR reporting is accurate
- Provides assistance and administrative support to the Head Start Program Director as necessary
- Works the number of hours designated in personnel action; reports absences to immediate supervisors, at least one hour prior to scheduled shift
- Visit each classroom at least once per month
- Provide child development information related to social-emotional development and mental health
- Provide guidance to staff on selecting, implementing, and interpreting social-emotional screening and assessment tools and findings
- Provide written and oral observations and strengths-based feedback to classrooms on an annual basis
Missouri Ozarks Community Action, Inc.
Job Description – Mental Health Consultant

- Meet with classroom teams and family advocates to review classroom observations and develop and implement plans as needed
- Recruit participants for parent trainings
- Coordinate and facilitate parent training
- Conduct observations and assessments of individual children as assigned or referred for consultation
- Meet with families to consult on child and family needs and create or follow-up plans to support these needs
- Conduct standardized developmental, behavioral, and/or social-emotional screens and assessments for individual children as assigned or referred for consultation
- Provide child and family therapeutic services
- Provide child and family referral and follow-up to community services
- Conduct home visits to support the mental health needs of families and children
- Provide guidance and model developmentally appropriate activities for children and effective ways to work with and support young children

SUPERVISORY RESPONSIBILITIES:
- This job has no supervisory responsibilities

LEVEL OF RESPONSIBILITIES:
- Scale of 0 – 4:
  - High (4)

QUALIFICATIONS:
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. Staff must be acquainted with goals and philosophies of Head Start, as well as understanding of developmentally appropriate practices. The individual must maintain confidentiality, disseminating information to others on a “need to know” basis only.

EDUCATION and/or EXPERIENCE:
- Master’s Degree, preferably in Social Work, Psychology, Counseling, or related field
- Excellent oral, written and computer communications skills
- Continuous and ongoing pursuit of improved education and credentials are requirements of this position
- Understanding of early childhood mental health
- Experience formulating and writing assessments and support plans for young children
- Experience with evidence-based practices and curricula to promote early childhood mental health

CERTIFICATES, LICENSES, REGISTRATIONS:
- A physical examination including a TB Test must be completed within 30 days of employment
- Current clinical license is required
- Must be a Medicaid provider
- Obtain and/or maintain First Aid and CPR certification
- Driver’s License; a copy of driver’s license and current insurance is kept on file
MISSOURI OZARKS COMMUNITY ACTION, INC.

JOB DESCRIPTION – MENTAL HEALTH CONSULTANT

LANGUAGE SKILLS:
- Ability to work in a professional manner both independently and with others in a team environment
- Ability to work well with an ethnically and linguistically diverse population
- Ability to communicate through written and spoken language using e-mail, phone, fax, etc.
- Ability to read, analyze, and interpret program performance standards
- Ability to effectively present information and respond to questions from groups of managers, families, community and the general public
- Working knowledge of local community resources related to specialty area

MATHMATICAL SKILLS:
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs

REASONING ABILITY:
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

Sustained concentration and attention to detail and accuracy & ability to prioritize a complex work load

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations 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
- The employee frequently is required to walk; reach with hands and arms; and may be required to climb or balance, stoop, kneel, crouch, or crawl
- The employee may be required to sit on floor or children’s sized furniture, and bend to child’s level
- The employee may be required to lift and/or move up to 50 pounds
- Specific vision abilities required by this job include close vision, distance vision, and peripheral vision

WORK ENVIRONMENT:
The work environment characteristics described here are representation of those an 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.
- Noise level is usually moderate
- Employee may be exposed to moving mechanical parts
- Employee may be exposed to outside weather conditions

Missouri Ozarks Community Action, Inc. is an Equal Opportunity Employer/Service Provider.
All communications are potentially sensitive and are subject to Head Start’s policy on confidentiality.
Missouri Ozarks Community Action, Inc.
Job Description – Mental Health Consultant

Offers of employment are conditional pending criminal background check, a drug screen, and Policy Council approval.

I, ________________________________, have read and understand this job description. I agree to assume the defined responsibilities and perform these duties.

______________________________  ______________________
Signature of Employee           Date