



Job Description

POSITION TITLE: Coordinator IV, Mental Health Coordinator #6219
Head Start San Joaquin/Early Education and Support
Educational Services

SALARY PLACEMENT: Management Salary Schedule
Range 14

SUMMARY OF POSITION:

Under the direction of the Division Director, Early Education and Support (EESD) and the Head Start San Joaquin (HSSJ) Director, the Head Start San Joaquin Mental Health Coordinator will manage and coordinate the mental component of the Head Start/Early Head Start program. This position will provide leadership; plan, organize, and implement mental health services in collaboration with partner and community agencies for the purpose of increasing support services offered to children and parents receiving Head Start/Early Head Start services. The Head Start San Joaquin Mental Health Coordinator must have the understanding and ability to work and interact with individuals from diverse cultural, socioeconomic, and ethnic backgrounds. The coordinator must demonstrate excellent communication skills (oral and written) characterized by active listening and respectful interactions.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's degree in psychology, social work, or related area of service and possess applicable licensure (e.g. Marriage and Family Therapist and/or Licensed Clinical Social Worker, Clinical Psychologist, Associate Clinical Social Worker, Registered Associate Marriage and Family Therapist). Experience providing mental health services to young children and their families. Knowledge and experience of trauma informed practices. Experience working collaboratively with Local Education Agencies (LEA) and community social service/mental health agencies.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Three years teaching experience in an early education setting or providing mental health support services. Master's Degree in Early Childhood Education, Child Development or related field. Possess a valid Pupil Personnel Services credential with authorization in School Psychology. Experience administering or coordinating mental health programs in a Head Start or Early Head Start program or similar agency.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Work effectively with children, parents/caregivers, staff, other professionals, various community and educational agencies
- Operate a computer
- Supervise, lead and evaluate staff
- Be flexible based on program needs
- Create and follow policies and procedures
- Work well with people in numerous settings

Knowledge of:

- Program evaluation, data collection, and assigned software
- Typical and atypical child development
- Effective trauma informed practices to support children, families, and staff
- Inclusive practices in early education programs
- Local, state and federal regulations
- Family Educational Rights and Privacy Act

Possess:

- Leadership skills in scheduling, planning, coordinating and conducting meetings, trainings and events
- A valid California driver's license; have an acceptable driving record pursuant to SJCOE policy; and proof of liability insurance coverage in the minimum amount required by SJCOE policy; and must be insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties
- Excellent reading, writing and communication skills; exceptional organizational, analytical and analysis skills

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with county office programs, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Maintain confidentiality related to children/family information.
14. Review and recommend for approval partner agency staff development and in-service training programs focused on mental health services, including but not limited to trauma informed practice.
15. Provide technical support and assistance based on identified agency needs; support the development and implementation of continuous quality improvement plans focused on mental health services.
16. Participate in Head Start San Joaquin Health Services Advisory Committee meetings and provide relevant information as needed.
17. Develop and provide high quality professional trainings based on research to support the use appropriate trauma informed practices.
18. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
7. Walk for extended periods of time and navigate outdoor terrain.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.