



## Job Description

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<b>POSITION TITLE:</b>	<b>Program Manager II, Mental Health Specialist #6218</b> <b>Head Start San Joaquin/Early Education and Support</b> <b>Educational Services</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule</b> <b>Range 9</b>

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### **SUMMARY OF POSITION:**

Under the direction of the Head Start San Joaquin Director and the Head Start San Joaquin Mental Health Coordinator IV, the Program Manager II Health Specialist monitors, assesses, and advises the SJCOE Head Start Grantee operated program and its partner agencies in the application of and compliance with local, state, and federal regulations in the delivery of mental health support services through the utilization of appropriate trauma informed practices to children and families enrolled in the Early Head Start and Head Start program. The Head Start San Joaquin Mental Health Program Manager II must have understanding and the ability to work and interact with individuals from diverse cultural, socioeconomic, and ethnic backgrounds and demonstrate excellent communication skills (oral and written) characterized by active listening and respectful interactions.

### **MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree in early childhood education, sociology, social work or closely related field. Knowledge of early childhood education and experience supporting children, families and staff in the area of mental and behavioral health, including but not limited to trauma informed practice.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Three years of work experience in school, clinical, or community setting providing support and resources to children, families who are at risk and/or have experienced trauma. Experience administering or coordinating mental health programs in a Head Start or Early Head Start program or similar agency. Possess a Master's Degree in social work or other closely related field.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **Ability to:**

- Work effectively with children, parents, staff, a wide variety of professionals, and 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

#### **Knowledge of:**

- Assigned software as related to report writing, recordkeeping, data collection and analysis
- Typical and atypical child development
- Effective practices to support children, parents, and staff who have experienced trauma
- Inclusive practices in early education programs
- Local, state and federal regulations
- Methods in assessing and evaluating the quality and delivery of mental health services
- Staff development and in-service methods and techniques
- Community resources including family support services, emergency and crisis services, and child protective services
- Scope and activities of public and private mental health, welfare agencies and other community resources

**Possess:**

- Leadership skills in scheduling, planning, coordinating and conducting meetings, trainings and events;
- Skill with establishing systems for conducting monitoring events and oversight of services
- 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

**DISTINGUISHING CHARACTERISTICS:**

The Program Manager series represents advanced management positions and has three 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. Monitor and evaluate program services related to mental health services.
14. Review mental health processes of partner agencies and monitor the implementation of program goals and objectives for compliance with local, state and federal regulations.
15. Monitor partner agencies to ensure adherence to criteria related to child/family confidentiality criteria.
16. Review and recommend for approval, partner agency staff development and in-service training programs related to mental health services.
17. Collaborate with partner agencies to support children, families, and staff experiencing trauma.
18. Provide partner agency staff with materials and resources focused on supporting positive mental practices.
19. Gather and input program report data from partner agencies as related to mental health program requirements.
20. 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.

