



Job Title: Mental Health Consultant
Department: Early Head Start
Reports To: Early Head Start Director

Status: Full-Time/Non-Exempt
Schedule: 20 Hours/Week
Monday-Friday

Mission Statement:

Our mission is to focus early learning on what matters most – inside classrooms, in partnership with families, and across organizations – to close the achievement gap.

Job Summary:

The MH Coordinator/Consultant provides support to the Head Start program team in identifying and securing the needed support for families of children experiencing mental health challenges. He/She brings expertise to the program through observations, assessments and consultative support.

Duties and Responsibilities:

- **MH: On-Site Staff Consultation**
 - Meet with HS staff members to build understanding and capacity to identify and support children with behavioral concerns.
 - Assist Early Learning team to develop appropriate behavioral strategies to support children with challenging behaviors in the classroom.
 - Conduct case consultations regarding possible child MH or behavioral concerns with Early Learning staff.
 - Conduct staff workshops MH concerns and emotional wellness, as needed.
- **Classroom Observations and Assessment**
 - Conduct classroom and center-based child observations to assess interpersonal interactions and determine if additional MH support/resources are needed to meet child's needs
 - Prepare observations and assessment reports and assist with referrals to appropriate family and child guidance, child MH organizations in the community.
 - Coordinate with Early Learning Disabilities Specialists to oversee treatment plans for children requiring external MH services.
- **Family Education and Support**
 - Provide parents with education regarding mental health concerns and emotional wellness and support them in need mental health interventions.
 - Provide educational workshops, as needed.
 - Maintain monthly schedule of availability for parent counseling sessions, as needed.





- Assist families to understand their children’s behavioral and MH needs, and the mental health resources available to them in the community.
- Provide counseling sessions, as needed until appropriate community resources for MH can be identified.
- In coordination with program’s Early Learning Disabilities Special, discuss staff and consultant’s observations regarding child’s behavior with families, and potential services that could be beneficial to child’s development.
- Support family participation in any needed mental health interventions for their child.
- Work with the Head Start program team to coordinate parent workshops to promote active mental health awareness and family engagement in meeting the behavioral health needs of children and families.
- Address issues of MH stigma into parent’s workshops and help build positive attitudes towards addressing the behavioral health needs of young children.
- Provide training on age-appropriate expectations regarding behavior, attachment, separation and children’s emotional needs, impact of trauma on young children.
- **Record Keeping and Reporting**
 - Complete timely reports of all observations and relevant meetings.
 - Maintain real time documentation in data system of staff and family interactions, as required by program.

Job Specifications:

Requirements:

- Must be a licensed State clinical provider, with expertise in child behavioral and MH concerns – Acceptable degrees include licensed clinical social worker, clinical psychologist or psychiatrist.
- Experience working with children and families in ethnically diverse low-income communities.
- Knowledge and understanding of infant and toddler mental health, with preference given to providers with experience working in collaboration with early education teams to provide MH support.

Salary: \$48,000.00

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