

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

MENTAL HEALTH MANAGER	
Supervisor: Education/Disabilities Director	Subordinates: None
Classification: Manager II	
Terms of Employment: Regular Full-time	Exempt level position

Job Goal: To supervise, and provide direction for the Mental Health component.

Essential Responsibilities:

1. Plan, coordinate and implement the mental health component for Head Start/OPP/EHS.
 - a. Ensure that mental health consultation is available to education staff either by the Mental Health Manager or through interagency agreements with local community mental health programs.
 - b. Ensure that consultation is available to staff on implementation of activities aimed at enhancing the social-emotional development of children and families.
 - c. Ensure that action is taken promptly on all referrals from staff, parents and community agencies.
 - d. Ensure that mental health and social-emotional concerns are noted in the children=s files and followed up on with the family.
 - e. Provide input at comprehensive staffing for children with mental health, social-emotional and behavior concerns and needs.
 - f. Attend staffing of other agencies when pertinent or requested.
2. Maintain a system for making mental health referrals to community agencies and act as the liaison between UMCHS and the community.
 - a. Coordinate and develop access to community-based mental health resources.
 - b. Orient and provide training to staff on available community-based mental health resources.
 - c. Ensure that there is a written policy for responding to mental health emergencies.
 - d. Assist staff in making referrals to local mental health programs.
3. Ensure implementation of the Umatilla-Morrow County Head Start Child Abuse Policy.
 - a. Develop procedures for reporting of suspected abuse and ensure appropriate follow-up occurred.
 - b. Ensure that there exists a written interagency agreement with DHS Child Welfare Services,
 - c. Ensure that staff, parents and policy council receive training on child abuse policies and procedures.
 - d. Attend family staffing when pertinent.
4. Submit all necessary reports to the Executive Director in order to carry out the administration and management of mental health, and child abuse services.
5. Provide articles about mental health, and child abuse for the newsletter.
6. Monitor compliance of mental health, and child abuse work plans with the performance standards.
7. Work in conjunction with Nutrition Director and Health Services Director to organize

- and implement a Health Advisory Committee (HAC).
- a. Assist in planning HAC meetings.
 - b. Provide the HAC with updates of mental health, and child abuse activities.
 - c. Obtain input from the HAC on mental health, and child abuse policy and procedures.
8. Assist Executive Director with program planning, development and operation, and grant writing.
 9. Chairs Agency Goals Committee as assigned.
- Participate as member of CARE/PASST Team when assigned.
10. Attend Policy Council meetings, Health Advisory Committee, and other meetings as requested.
 11. Work with Family Services Manager and Family Advocates to identify high risk families at the beginning of the program year—particularly those with substance abuse, domestic violence, mental health, and child abuse risks.
 12. Provide technical assistance and consultation for Family Advocates and Child and Family Advocates working with identified high risk families, including but not limited to:
 - a. Developing family assessments that build on a family’s strengths, enhances mutual engagement, and leads to goal development that is tailored to the family’s needs and desires.
 - b. Developing case management plans from family assessments that strengthen high risk families by reducing family risk factors and developing family protective factors—with the emphasis on strengthening and enhancing the family’s protective factors.
 - c. Helping families identify and develop support networks—particularly informal, natural support systems that will last after the family leaves Head Start.
 - d. Helping families access needed mental health and/or substance abuse treatment services.
 13. Participate in home visits with high risk families as requested by staff working with the family.
 14. Participate as needed in case staffing for high risk families.
 15. Providing consultation, technical assistance, and training, with the Program Manager, for staff, leadership and community groups on issues surrounding the prevention of substance abuse and associated high risk behaviors.

Qualifications:

1. MSW (Qualified Mental Health Professional Designation) and two years experience in management and supervision.
2. Current physical examination and TB screen documentation upon hire
3. Adequate means of transportation
4. Head Start experience (preferred)
5. Community service experience (preferred)
6. Ability to coordinate and/or conduct training sessions. (Preferred)
7. Multi-cultural experience (preferred)
8. Administrative background (preferred)

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with personnel policies, work plan, and objectives of Agency.
3. Promote positive parent and community involvement within the organization.
4. Maintain congenial relations with staff, children, families and volunteers.
5. Keep current and accurate records and timely file reports.
6. Respect and maintain confidentiality of pertinent information concerning staff and families.
7. Maintain objectives and professional standards.
8. Improve self-skills and education.
9. Fulfill role as stated in Child Abuse Policy and assist in developing Child Abuse training for staff and parents.
10. Perform any other work-related duties as requested by your supervisor.
11. Be present at work in order to provide consistency of services.
12. Be a contributory team member in a positive/productive manner.
13. Articulate organizational mission, values, and policies.
14. Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.
6. Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.
7. Instruct, lead, train and facilitate others in a group setting.

Umatilla-Morrow Head Start, Inc.

Is

An Equal Opportunity Employer