

MENTAL HEALTH MANAGER
PROGRAM: UMATILLA-MORROW COUNTY HEAD START, INC.

Name: _____

Date: _____

1. UNACCEPTABLE	2. MARGINAL	3. COMPETENT	4. COMMENDABLE	5. DISTINGUISHED
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A. General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned 1 2 3 4 5
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency..... 1 2 3 4 5
3. Maintain congenial and respectful relations with staff, children, families and community..... 1 2 3 4 5
4. Keep current and accurate records that conform to program policies 1 2 3 4 5
5. *Maintain confidentiality in regards to staff and family information 1 2 3 4 5
6. Maintain objectives and professional standards 1 2 3 4 5
7. Improve self-skills and education..... 1 2 3 4 5
8. *Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy 1 2 3 4 5
9. Perform any other work-related duties as requested by your supervisor..... 1 2 3 4 5
10. Be a contributory team member in a positive/productive manner 1 2 3 4 5
11. *Demonstrate commitment to mission, values, and policies in the performance of daily duties 1 2 3 4 5

*Comments or examples:

B. General Child Abuse & Neglect Component Duties:

1. Ensure that the agency's child abuse and neglect policy conforms to applicable state and federal regulations and Head Stat performance standards..... 1 2 3 4 5
2. Monitor the reporting of suspected child abuse and neglect and ensure that follow up occurs.. 1 2 3 4 5
3. Ensure that there is an interagency agreement in place with the State Office of Services for Children and Families 1 2 3 4 5
4. Ensure that staff and parents training on child abuse and neglect policies and procedures and mandatory reporting..... 1 2 3 4 5

Comments or examples:

C. Mental Health Referral Responsibilities:

1. Maintain working relationships between UMCHS and the social service and mental health community 1 2 3 4 5
2. Ensure that staff is aware of community based mental health resources 1 2 3 4 5
3. Delegates effectively and appropriately 1 2 3 4 5
4. Elicits staff input and acts on it..... 1 2 3 4 5

*Comments or examples:

D. Mental Health Responsibilities:

- 1. Ensure that regular mental health consultation is available to education staff 1 2 3 4 5
- 2. Ensure prompt action is taken on all requests for consultation..... 1 2 3 4 5
- 3. Ensure that mental health concerns are noted in the child's file and followed up on with the parents..... 1 2 3 4 5
- 4. *Ensure input at comprehensive staffing for children with social-emotional behavioral concerns..... 1 2 3 4 5
- 5. *Ensure that consultation is available to staff and parents on enhancing mental wellness 1 2 3 4 5

*Comments or examples:

E. Other Program Responsibilities:

- 1. Submit all reports necessary to carry out the administration and management of the mental health, child abuse and neglect, and family and community development components of the program 1 2 3 4 5
- 2. Monitor compliance of mental health, child abuse and neglect 1 2 3 4 5
- 3. *Provide assistance with program planning, development and operation, and grant writing..... 1 2 3 4 5

*Comments or examples:

F. Supervisory Component Skills and Duties:

- 1. Provides training to staff so that they can adequately complete their tasks and increase their skills..... 1 2 3 4 5
- 2. *Elicits staff input and acts on it 1 2 3 4 5
- 3. Assures consistency of procedures and practices among staff 1 2 3 4 5
- 4. Acts on staff problems quickly and appropriately..... 1 2 3 4 5
- 5. *Ensures staff are aware of program policies ad procedures 1 2 3 4 5
- 6. Regularly informs staff of inter-agency communication deadlines, and changes in policies and procedures 1 2 3 4 5

*Comments or examples:

G. Staff Communication and Team Membership:

- 1. Shares materials and information 1 2 3 4 5
- 2. Uses appropriate channels for concerns and does not interfere in a situation another staff person is handling..... 1 2 3 4 5
- 3. Supports team members and supervisor verbally and by attitude 1 2 3 4 5
- 4. *Sets aside sufficient time to meet and plan with team members..... 1 2 3 4 5

*Comments or examples:

H. Work Ethics:

- 1. Comes to work on time 1 2 3 4 5
- 2. Notifies supervisor prior to beginning of work day when not able to come to work 1 2 3 4 5
- 3. Misses little time because of illness 1 2 3 4 5
- 4. *Willingly accepts changes in program 1 2 3 4 5

*Comments or examples:

Do you have long-term employment goals? _____

What help do you need to accomplish these goals? _____

Additional Information: _____

Supervisor's Signature _____ Date _____

Mental Health Director's Signature _____ Date _____

UMCHS/RVS 1/19/99

Rating Scale Explanation:

1. **UNACCEPTABLE** - Performance falls substantially short of the expectations for competency. Requires much improvement.
2. **MARGINAL** - Performance does not meet an acceptable level in all areas, but employee is steadily improving.
3. **COMPETENT** - Performance is fully acceptable. Performance meets standards set for the position on a consistent basis.
4. **COMMENDABLE** - Performance is significantly better than average. Consistently exceeds standards; distinctive performance.
5. **DISTINGUISHED** - Exceptional performance of unusually high caliber. Remarkable achievement and pacesetting performance.

Any task marked 1, 2, or 5 must have a comment written to justify the score.

Any task marked 1 or 2 must have a plan of assistance written and be attached to the performance evaluation.

Any * task (essential job function) marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

Three tasks marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

- Successful completion of a 6 month introductory period**
- Eligible for merit increase**
- Not eligible for merit increase**