



Job Description

Job Title: Mental Health/Trauma Specialist/PREP Coordinator

Department: Early HeadStart/HeadStart

Reports To: Director

FLSA Status: Exempt

OSHA Category: 2

Summary:

The mental health/trauma specialist will ensure that mental health/behavioral consultation services are provided in accordance with Head Start performance standards and other regulatory guidelines. This position will serve as a liaison between the agency and the contracted mental health consultant and will help link children and families to needed behavioral health resources. Oversee the PREP program, including budget, classes, evaluations, and planning.

Essential Duties and Responsibilities:

- Ensure all behavioral screenings are completed within the required timeframe.
- Review all ASQ SE-2 results and follow up and make recommendations on any failed screenings.
- Ensure any repeat behavioral screenings are completed.
- Serve as a liaison between the agency and the behavioral health consultant.
- Work with mental health consultant, staff, and parents to develop behavioral plans.
- Work with children and staff in classrooms to help implement behavioral plans.
- Perform behavioral/mental health observations in the classrooms.
- Coordinate referrals to necessary behavioral health agencies
- Complete home visits to explain and coordinate behavioral plans, referrals, and treatment options with families
- Build and maintain a healthy relationship with families referred for mental health services to ensure added support and encouragement.
- Work with families identified by the family needs assessment as "in crisis" to identify if mental health services are needed.
- Arrange and facilitate meetings for staff and families with the mental health consultant when needed
- Work with families to link them to resources such as transportation to obtain needed behavioral health services

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- Track all behavioral health referrals and treatment progress for all children referred by our program and ensure progress is documented in each child’s electronic record
- Identify and make recommendations for relevant mental health training for staff members and families.
- Attend IFSP and IEP meetings with families.
- Administer the evidence-based PREP curriculum and lessons with youth, with the goal of preventing pregnancy and STI/HIV infection, building healthy relationships, and improving their future outcomes.
- Adolescent development, such as the development of healthy attitudes and values about adolescent growth and development, body image, racial and ethnic diversity, and other related subjects.
- Teach healthy life skills, such as goal setting, decision making, negotiation, communication and interpersonal skills, and stress management
- Perform other duties as assigned to enhance, improve, and accomplish the agency's mission and strategic goals.
- Maintain confidentiality.
- Collaborate with agency colleagues to reach agency goals and objectives.
- Participate in agency committees as needed.
- Oversee PREP program including conduct classes, complete required reports, maintain budget, submit funding application and other duties as required or needed.

Supervisory Responsibilities: This position does not have supervisory duties.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in a timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions and responds to management direction.
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction.
- Teamwork – Go above and beyond your essential tasks and collaborate with colleagues to achieve agency goals and results.

Core Values

To perform this job successfully, you must adhere to the agency's core values:

- | | |
|----------------------|-----------------|
| • Empathy/Compassion | • Inclusiveness |
| • Teamwork | • Considerate |
| • Equality | • Innovation |
| • Respect | • Ethics |

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Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of Some computer skills, including knowledge of Microsoft Word and Excel, excellent communication skills, and familiarity with office equipment. Must have good recall memory, organizational, and listening skills.

Education and/or Experience:

Bachelor’s degree in Psychology, Counseling, Social Work, Human Services, or a related field is required. Training in Standard First Aid and Cardio-Pulmonary Resuscitation (CPR) per Performance Standards, OSHA training, and current Food Handler’s Permit; also, must have a physical every two years with initial tine test or TB Risk Assessment.

Must have valid West Virginia driver’s license; clear criminal background and APS/CPS check must be bondable.

Language Skills:

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from clients, customers, and the public.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job requires prolonged periods of standing and walking throughout the classroom. Must be able to lift 45 pounds at a time. Must be able to sit and stand on the floor throughout the day, and bend, kneel, or squat to be at eye level with children. The employee is frequently required to sit, reach, hear and talk.

Work Environment:

The noise level in the work environment is usually quiet, with the inside temperature in offices kept at a comfortable level of 70 degrees.

Employee Signature

Date

Approved by Policy Council: July 29th, 2024

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