

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE7013833
POSITION NO: 241298
CLASS CODE: 3651

Date Posted: 07/05/11
Closing Date: 07/18/11

POSITION TITLE: Head Start Mental Health Coordinator
DEPARTMENT NAME: Navajo Head Start
DEPARTMENT NO: 701 WORKSITE LOCATION: Window Rock, AZ
WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: V64A
Days: M-F Permanent:
Hours: 8:00-5:00 Temporary: Duration: _____ \$39,956.80 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$19.21 Per Hour

DUTIES AND RESPONSIBILITIES:

Coordinate Mental Health Services between Office of Early Childhood Development and State/Local Health Care Providers, and Federal (I.H.S.) and Tribal Health Care Providers, and implement a child's behavioral management process that is inclusive of providing a healthy emotional and social development of the child. Develop, monitor and implement training plan for staff/parents by providing a listing of Mental Health Care providers to include licensed/certified mental health professionals, Psychiatrist, Psychologist Nurses experienced in working with children, Marriage/Family Therapist, Clinical Social Worker, Pediatrician with experience in working with children in behavioral development, and Mental Health Counselor. Develop procurement for psychiatric referrals. evaluations and consultants for Native Healers and Westernized professionals. Plan, design, and implement Early Head Start and Head Start education on the program practices responses to the identified child's behavioral and mental health concerns and develop wellness strategies in addressing these concerns to parents and staff. With a combination of planned activities and interventions, assist staff and parents to help children develop and practice skills that foster mental health development and provide training on how to assess the child's strengths and needs, developed in collaboration with mental health professionals, curricula on related mental health topics, and on how to be proactive in responding to infants and toddlers changing needs. Schedule periodic conferences with parents and staff to share ideas and for support. Mental Health Services will include the option of accessing Traditional Healing/Treatment Services. Develop an Individualize Child's Assessment Plan in collaboration with the parents, staff, and mental health providers to diagnosis problems and identify information on the child's cognitive phases/development; typical behaviors and concerns for the appropriate level of development, child's special interest, needs, and strengths; and any changes in the child's behavior, mood and physical appearance due to recent experiences and changes in their health conditions. Discuss with parents and staff how to strengthen home and center nurturing supportive environments/relationships, and enhancing positive social behavioral through interacting with children to develop trust, self-esteem, respect, and express affection; assist children in becoming comfortable, relaxed, and happy in activities; and help the child deal with anger, sadness, frustration by comforting, expressing and addressing their feeling, rather than through acts of anger. Health issues and gain their support in needed mental health intervention and treatment. Establish a referral mechanism for parents to learn about mental wellness activities, access to mental health professionals/providers, support groups, and other community mental health resources such as family crisis intervention. Obtain financial assistance for parents to access these services and arrange transportation for the parents. Main the Confidentiality per the program and Performance Standards requirements in traditional; or western services that are provided.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Social or Behavioral Science, Psychology or closely related field; and

Experience:

Four (4) years of experience in childhood cognitive development and providing mental health services; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Prefer, but not necessary, membership in a social or behavioral professional organization.

License/Certification Requirements:

Must pass a criminal background check, fingerprinting and employee assessment prior to employment; and must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a First Aide Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 08-16-02