

### **HEAD START MENTAL HEALTH COORDINATOR**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in organizing and coordinating mental health services in accordance with the Head Start Performance Standards; provides mental health education for Head Start and Early Head Start children, families and staff; collaborates with mental health professional on the implementation, monitoring and assessing of mental health activities; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Coordinates mental health services between the Head Start and Early Head Start programs, state and local health care providers and Indian Health Services to design and implement a child behavioral management process that include providing a healthy emotional and social development of the child; ensures compliance with mental health mandates and regulations; plans, designs and implements mental health education for parents and staff; develops wellness strategies for addressing these concerns to parents and staff; assists staff and parents to help children develop and practice skills that foster mental health development; in collaboration with mental health professionals develops curricula on mental health topics and how to respond proactively to the changing needs of infants and toddlers; schedules and coordinates periodic conferences with parents and staff to share ideas and information for support.

Establishes and implements a referral mechanism for parents to learn about mental health wellness activities, access to mental health professionals/providers, support groups and other community mental health resources, such as family crisis intervention; works with mental health providers in arranging treatment and follow up on treatment provided; assists in obtaining financial assistance for parents to access services and arranges transportation; develops and implements procurement process for psychiatric referrals, evaluations and consultation for traditional healers and western professionals; tracks and follows up on referrals; in coordination with parent and staff develops a process on strengthening home and center nurturing supportive environments, relationships and enhancing social behavioral by interacting with children to develop trust, self esteem, respect and express affection.

Develops Behavioral Intervention Plan in collaboration with staff, parents and mental health providers to diagnose problems and identify information on the child's cognitive phases/development, behaviors and concerns for the appropriate level of development, child's special needs and strengths, and any changes in the child's behavior, mood, physical appearance and health conditions; ensures child mental health records are maintained appropriately and confidentially; reviews, evaluates and interprets records; develops and implements a tracking system of children mental health activities and records; develops and implements procedures for compiling and monitoring mental health data; prepares required reports; keeps current with best practices through training and other professional development activities.

#### **KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:**

Knowledge of applicable state and federal Head Start and Early Head Start regulations, performance standards and guidelines.

Knowledge of the principles, practice and procedures of mental health program administration.

Knowledge of the theories, concepts and principles of psychology.

Knowledge of mental health resources available within the community, tribal, state and federal government.

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Knowledge of Navajo cultural and traditions.  
Skill in collecting data, preparing reports, monitoring progress and analyzing data.  
Skill in effective oral and written communication.  
Skill in public speaking and written communications.  
Skill in providing in-service training and orientation.  
Skill in applying judgment in the release of confidential information.  
Ability to establish and maintain effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Social or Behavioral Science, Psychology or closely related field; and 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.

**SPECIAL 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.

Depending on the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.