

### **HEAD START MENTAL HEALTH AND DISABILITIES LIAISON**

**DEFINITION:** Under general direction, performs work of moderate difficulty in organizing and conducting mental health and disabilities activities for the Navajo Head Start program in accordance with the Head Start Performance Standards, program policies, protocols and procedures; ensures compliance through structured case management and follow up of referrals for children identified as having developmental concerns or needing support for social-emotional development; monitors centers to ensure timely follow up and case management practices and documentation; 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:**

In coordination with classroom staff and other health and family services staff conducts follow up and processes referrals for children and families by meeting with school districts, mental health consultants and other early intervention agencies to screen, identify and refer children with potential special needs or who may need extra support in the classroom and at home; meets with classroom staff and other entities to ensure that children with special needs are involved in all aspects of the program; conducts on-site visits to classrooms, homes and school districts; coordinates behavior intervention and support plan meetings with classroom staff, families and mental health consultants.

Responsible for the collection, entry, reporting and maintenance of data, records and reports related to the early childhood social and emotional services for children and families and for services to the children with special needs and their families; ensures the accuracy of all information entered and maintained in the student/family database system; obtains mental health and disabilities information for each child and enters information in the ChildPlus database to identify children with specific needs; documents and maintains mental health and disabilities needs for children in database and child files, including all meetings regarding children with Individual Education Programs (IEP) or Individual Family Service Plans (IFSP), child health screening information and social-emotional screening scores to ensure children receive follow up referrals or are provided needed services.

Completes reports and monitors records; prepares and distributes monthly reports, such as referrals to school districts and mental health consultants or other outside entities to ensure timely services are provided for children and their families; in coordination with mental health and disabilities specialist provides training for staff and parents; participates and provides staff development activities to assist, support and educate families regarding specific conditions a child may be experiencing or diagnosed with; adheres to all professional human services/social services code of conduct, confidentiality and ethics standards while working with families and highly confidential information; ensures compliance with all family privacy acts (FERPA) and health in privacy act (HIPAA); provides continuous monitoring of mental health and disabilities activities; ensures compliance with established policies, procedures and practices.

Assists in recruitment and Child Find activities to increase enrollment of children with disabilities and ensure that materials are distributed widely and are accessible to families; coordinates other early intervention programs with Child Find activities; ensures that all head start centers are receiving services from the local school districts; assists family services staff with family partnerships in coordination with other content areas; provides opportunities for mental health and disabilities education from health professionals and recommends materials/resources for staff and families; documents program activities and services for the mental health and disabilities content areas; participates and coordinates meetings pertaining to child mental health and disabilities follow-up and monitoring; attends mental health and

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disabilities service advisory meetings, program self and community assessments and professional development to ensure all required mental health and disabilities mandates are met.

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

Knowledge of Navajo Nation, Head Start Performance Standards, federal, state and local laws, codes, regulation and guidelines governing aspects of tribal operations relative to program responsibilities.  
Knowledge of principles and practices of mental health and disabilities processes.  
Knowledge of quality improvement processes, protocols, changes and updates.  
Knowledge of program operation activities, mission and client service requirements.  
Knowledge of data collection and information processes and systems.  
Skill in making decisions and problem solving in many areas and scheduling program services.  
Skill in managing internal relationships, maintaining communication and effective working relationships.  
Skill in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations.  
Skill in oral and written communications and making presentations and providing training.  
Skill in the use of personal computers.  
Ability to organize and prioritize tasks.  
Ability to communicate effectively both orally and in writing.  
Ability to maintain required records and reports.  
Ability to interpret and implement complex policies and regulations.

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

#### **MINIMUM QUALIFICATIONS:**

- An Associate's degree in Health, Human Services, Early Childhood, Social Services, Psychology or related field; and one (1) year working with children and families in providing human services or related services.

#### **PREFERRED QUALIFICATIONS:**

- A Bachelor's degree in Health, Human Services, Early Childhood, Social Services, Psychology or related field.

#### **SPECIAL REQUIREMENTS:**

- A favorable background investigation.
- Possess a valid state driver's license.

#### **Supplemental Requirements:**

Incumbent must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate, Food Handler's Permit and a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbent must abide by program's standard of conduct.

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.