

INCA Community Services

Job Description



Title:	Disability and Mental Health Manager	Reports to:	Head Start Director
Program:	Head Start/EHS	Status:	Exempt/Full Time - Full Benefits
Approved:	November 2022		
Reviewed:	November 2022	Wage:	(See Salary Scale)

Benefits: Health and Life Insurance, Sick and Annual Leave, Funeral Leave, Retirement Program (401k), Social Security, Worker's Compensation Insurance and Unemployment Insurance. All paid holidays.

Job Summary:

Responsible for the development, implementation, and monitoring of mental health and disabilities services and all related data within Head Start and Early Head Start programs, as well as the monitoring and coordination of referrals and service provision for children with suspected and identified disabilities.

This position has recurring access to a vulnerable population.

Essential Functions: *The below is intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

Disability Duties: (40%)

- Ensure on-going recruitment of eligible families with children with IEP's and IFSP's.
- Responsible for ensuring that the overall program meets the expectation of 10% of enrollment of children with identified special needs.
- Support staff in referring families for needed services in the community and within the agency.
- Provide all training, mentoring, and coaching as needed for individual staff members to achieve competency in implementation of special education services.
- Responsible for the preparation, updates, and implementation of the disabilities plan.
- Oversight of all disabilities related contractual agreements.
- Responsible for arranging and/or developing an individual education plan (IEP) for disabled children with a multi-disciplinary team consisting of parents, staff, and LEA professionals.
- Responsible for training teachers to use the IEP as a working document in the classroom.
- Provide training for staff and/or parents on disabilities services to meet the special needs of children, by utilizing professional consultant, workshops, in-service training and special education training.
- Supervise teacher preparation of monthly IEP progress reports and documentation.
- Responsible for the assignment, training, and certification of staff (One-on-One and DEI Support) to work with children who have IEP's that require additional staffing.
- Review child screenings and observations to provide referrals for children exhibiting behavior or symptoms applicable to a disability for diagnostic services.
- Work with the Health and Nutrition Manager to incorporate special dietary requirements and feeding requirements for children with disabilities.
- Assist in the development of individual health plans for children identified as being nutritionally at risk.
- Consult with parents and agency staff concerning a child's special needs, including diagnosis/treatment and supervision for the appropriate referral process/parent consent procedures.

Mental Health Duties: (40%)

- Responsible for the preparation, updates and implementation of the plan for mental health.
- Oversight of all mental health related, contractual agreements.
- Schedules mental health observations with contracted professionals.
- Train and advise teachers on observation procedures.
- Coordinate efforts for special services, LEA's, professionals, community agencies and parents.
- Counsel with parents and agency staff concerning a child's special needs, including diagnosis/treatment and supervision for the appropriate referral process/parent consent procedures.
- Provide training for staff and/or parents on mental health services to meet the special needs of children, including professional consultant, workshops, in-service training and special education training.
- Arrange and preside at mental health professional staffing and assist teachers with appropriate ongoing follow-up.
- Collaborate and integrate with other Head Start Managers to meet recommendations effectively.
- Assure proper child mental health related issues are handled in a progressive and timely manner.
- Monitors children mental health records, responsible for the assuring current, timely and accurate child mental health related data and information is collected and maintained in the agency tracking system to meet the guidelines of the Head Start Performance Standards.

Assessment/Data/On-going Monitoring: (15%)

- Maintains detailed, accurate, up-to-date and confidential records including: child health files, mental health and disabilities services tracking system and documentation of all activities; develops and submits timely reports of component service provision and activities for Head Start/Early Head Start Director, Management Team, PC, Board and others as required. Maintains strict child, family and staff confidentiality at all times.
- Monitors children's disabilities records, responsible for assuring current, timely and accurate child's disability related data and information is collected and maintained in the agency tracking system to meet the guidelines of the Head Start Performance Standards.
- Participates in and contributes to all case management, parent education planning, supervisory, management team, and staff meetings.
- Responsible for the oversight and implementation of mental health and disability assessments and on-going monitoring of data to assist Head Start and Early Head Start Classrooms in meeting performance standards.
- Ongoing monitoring results, findings, corrective actions, strategies, timelines, staff concerns and/or issues, and training needs identified will be summarized to be included in the Mental Health and Disabilities Services monthly ChildPlus reports to be submitted to the Head Start/Early Head Start Director by no later than the 15th day of each month.
- Participates in the annual program self-evaluation and monitoring, and aggregates data with the program improvement plans developed.
- Assists the Education Manager in organizing and facilitates the activities of the agency's Health and Education Services Advisory Committee (HSAC); ensures that the Committee membership is composed of all required professions and parent representation and that it meets at least twice a year.
- Contributes and participates in the development of program proposals and Comprehensive Community Assessment, as requested.

Staffing: (5%)

- Provides ongoing supervision of DEI Support and one on one(s).
- Approves time sheets and does evaluations.
- Works with DEI Support in scheduling assigned classrooms.
- Coordinate with HR to ensure all staff completed all requirements (i.e. complete and pass CRC and fingerprinting, provide a current physical, complete employment documents, etc.).

General Duties:

- Attend work punctually and regularly to provide consistency of service;
- Responsible for reporting absences and ensure substitute can be secured to work to meet staff ratio;
- Must have flexible schedule to work at least one evening each month and participate in parent meetings;
- Attend upon request all staff and other appropriate meetings, training and conferences some of which may require out-of-town travel and evening/overnight attendance;
- Follow Agency personnel policies as established by Board;
- At all times maintain a professional attitude and respect for parents, children and staff.
- Ensure confidentiality of all records and information;
- Demonstrate commitment to mission, values, and policies in the performance of daily routines;
- Perform other program-related assignments as designated;
- Present a positive image of the agency to members of the community.

Supervisory Relationships:

Accountable to the Head Start/Early Head Start Director, Executive Director, Board of Directors and Policy Council.

Knowledge and Skills:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.

- Knowledge and ability to initiate and implement developmentally appropriate individualization process for each student;
- Skillful in maintaining effective working relationships to achieve goals;
- Ability to read, interpret and implement program guidelines efficiently and effectively;
- Proficient computer skills and knowledge of the internet, e-mail, and web sites.
- Deal tactfully and courteously with the public, parents and staff;
- Capable of following both oral and written instructions;
- Strong verbal and written communication skills;
- Accurate and organized record keeping;
- Handles confidential work with tact and discretion;

Qualifications:

Education:

- Minimum, a baccalaureate degree, preferably related to one or more of the disciplines they oversee. *(Refer to minimum requirements as specified in the 648A(2)(B)(i) in the Head Start Act and 1302.91(d)(2))*
- **Once hired must:**
 - Complete during first 90 days of employment ELCCT (entry level child care training).
 - Annually must meet Oklahoma Department of Human Service (DHS) and the Department of Education required training.
 - Shall attend not less than 15 clock hours of professional development per year (DHS Licensing).

Experience:

- Minimum three (3) years experience working in a program serving young children, i.e. infants /toddlers and/or preschool age children preferred.
- Minimum three (3) years administrative experience, specifically in supervising staff and managing complex projects.

General:

- Valid Oklahoma driver's license
- Reliable transportation with liability insurance,
- Character references
- Must pass:
 - Physical

- Pre-employment drug testing
- Criminal Background check including:
 - NSOPW (national sex offender)
 - Child Care Restricted Registry (Joshua's List)
 - FBI fingerprint-based criminal history as required of the ODHS

Physical Requirements: Employee must be able to:

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

- Must be able to perform the essential functions of the job with reasonable accommodations.
- Stand, walk, bend over, kneel, stretch, grasp, reach overhead, stoop, twist, push, pull and move lift and/or carry up to 60 pounds to waist height;
- See and read a computer terminal and printed matter with or without vision aids;
- Hear and understand speech at normal levels and on the telephone with or without hearing aids;
- Speak so that others may understand at normal levels and on the telephone;
- Operate a motor vehicle;
- Working with both hands and arms, grasping.
- Work in a busy, noisy and sometime stressful environment.

INCA IS AN EQUAL OPPORTUNITY SERVICE PROVIDER AND EMPLOYER

Acknowledgment: I acknowledge receipt and understand the contents of this job description.

**Signature of
Employee:**

Date: