



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.

JOB ANNOUNCEMENT

PROGRAM SPECIALIST- MENTAL HEALTH

DATE POSTED: NOVEMBER 16, 2015

APPLICATION DEADLINE: OPEN UNTIL FILLED

Position No. / Range: 1061/ 50.01

Union Status: Non-Union

Starting Pay Range: \$20.96 per hour - \$23.14 per hour

Status/ Hours: Full-time/ Exempt

Hours of Work: Monday- Friday: 8:00am- 5:00 pm

No. of Weeks: 50

Location: 5660 Copley Dr., San Diego, CA 92111

Dept. /Program: Program Support/ CACU-
Head Start

Basic Job Assignment:

Under the direction of the Director of Program Support and Mental Health Coordinator, the Program Specialist-Mental Health performs specialized paraprofessional to professional-level duties to support and assist center and area staff to identify, develop and implement strategies to meet the cognitive, social, emotional and physical needs of Head Start Program children and their families; and performs related work as assigned.

Employment Requirements:

The ideal candidate is a self-motivated, team player who possesses a solid knowledge and understanding of: Modern theories, methods and practices of Early Childhood Education and Child Development & Infant-Family Early Childhood Mental Health; methods and practices of assigned areas of responsibility and expertise, including, early childhood education, social services, treatment strategies in the area of child behavior management and family crisis intervention; principles of mental health and psychology; federal, state and local laws and regulations applicable to the Head Start Program and the assigned areas of responsibility and expertise; Head Start Program Performance Standards; goals, objectives, policies and procedures of the NHA Head Start Program; modern theories, principles and practices of supervision, including training and staff development; the ability to organize, set priorities and exercise sound independent judgment within areas of assigned responsibility; interpret, apply, explain and reach sound decisions in accordance with program regulations, policies and procedures; instruct and train individuals in a group setting and one-on-one; communicate using tact, objectivity, confidentiality, sensitivity, strategy and judgment in dealing with volunteers, parents and staff; develop and implement mental health assessments and intervention plans which meet the needs of young children and their parents; provide trainings for parents and Head Start staff; ensure the proper maintenance of mental health records; ensure program compliance with mental health regulations and standards; has excellent oral and written communication skills and the ability to understand/ carry out oral and written instructions; and has demonstrated experience working with culturally and ethnically diverse, low income or no income families and unique populations.



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Qualifications:

- At least a Bachelor's Degree in Counseling, Social Work, Psychology or related field. Master's Degree (highly preferred); **AND**
- A minimum of two (2) years of progressively responsible experience providing direct services to low income children (ages 0-5) and families of diverse cultural backgrounds in the mental health field;
- California Endorsement as an Early Childhood Mental Health Interventionist or Clinician a plus.
- Must have a valid California Driver's License.
- CPR/First Aid Certified or the ability to obtain within the first 90 days of employment;
- Must meet and maintain State law and County licensing requirements regarding employment in a childcare center (fingerprints, TB, and physical);

Examples of Essential Functions:

- Participates as a member of a trans-disciplinary team of professionals and paraprofessionals engaged in identifying, assessing, planning and implementing classroom interventions for children;
- Provides ongoing assistance, support and guidance to center and area staff in assigned area of expertise;
- Provides crisis intervention services;
- Assists parents and families in problem solving;
- Serves as an advocate for parents and families with outside agencies;
- Acts as a resource and provides and/or makes referrals for necessary services;
- Informs and educates parents and families about emotional, physical health, social, educational and other special needs of children;
- Develops community and family partnerships;
- Implements care coordination procedures and follow-up activities;
- Collaborates with other team members and program staff on the status and needs of children and their families;
- Conducts classroom observations to assess staff training needs in the areas of assigned responsibility and expertise;
- Models appropriate intervention strategies for classroom staff, parents, Site Supervisors and other Head Start Program staff;
- Interprets provisions of the Head Start Performance Standards for staff, parents and the community;
- Documents child and family progress and performs various other administrative duties;
- Acts as community liaison and promotes community relations.



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1. From the list of responsibilities described below, please indicate the activities that you have experience performing:

- ___ Develops community and family partnerships.
- ___ Implements case management procedures and follow-up activities.
- ___ Conducts classroom observations to assess staff training needs.
- ___ Reviews curriculum for appropriateness.
- ___ Coordinates and attends advisory committee meetings.
- ___ Interprets provisions of the Head Start Performance Standards for staff, parents and the community.
- ___ Provides in-service and pre-service training.
- ___ Participates in the development and dissemination of information and materials

2. For each of the areas that you checked above, provide a detailed description of your professional duties. Address each area that you checked separately, using specific language, which clearly shows the extent of your involvement.

[illegible]



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3. Describe your experience in providing ongoing assistance, support and guidance to staff to identify, develop and implement strategies to meet the cognitive, social, emotional and physical needs of children and their families.

4. Describe in detail your direct experience in identifying, assessing, planning and implementing classroom interventions for children identified as having specialized behavior, education, disability, health or social service needs.

5. Describe your experience providing care coordination or case management to parents, families and/or caregivers.



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APPLICATION SUBMITTAL INSTRUCTIONS:

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/ emailed to: recruiting@neighborhoodhouse.org.

Applications must be fully completed (per instructions), signed, and dated when submitted. Any supplemental application questions must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your transcripts or diploma or foreign equivalency report and/ or certification to your application. An official copy of your transcripts may be requested prior to an offer of employment. Please only submit the documents required.

NOTE: Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case-by-case basis.

BENEFITS:

Eligible positions receive the following benefits: Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

***Medical and dental benefits are provided to regular employees who work a minimum of 20 hours per week.**

INTRODUCTORY PERIOD:

All regular appointees serve 6 months introductory period.

CITIZENSHIP/IMMIGRATION STATUS:

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

Please note that offers of employment are only valid if they are made by the Human Resources Department.