

# POSITION ANNOUNCEMENT

12/11

## Community Action Partnership of Madera County

**POSITION:** DISABILITIES/MENTAL HEALTH SERVICES CONTENT SPECIALIST

**POSITION TYPE:** Exempt; 40+ hours per week

**SALARY SCHEDULE:** Range 22.5 (\$18.61 – \$22.68/ hr.)

**IMMEDIATE SUPERVISORS:** Support Services Manager  
Head Start Program Director

**DEFINITION:** Under the supervision and guidance of the Support Services Manager, Head Start Director, oversees the daily operation of Disabilities/Mental Health Services. Monitors and ensures the implementation of the disabilities and mental health component area; builds community partnerships; plans and coordinates the scheduling of staff in-service training; assists in personnel selection and orientation as requested; develops, implements, monitors, and evaluates program plan for an area of program emphasis.

### MAJOR DUTIES AND RESPONSIBILITIES:

#### LEADERSHIP

- Reports suspected child abuse in accordance with CAPMC child abuse reporting procedures.
- Maintains confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Shares information and knowledge with others.
- Keeps informed of current theories and practices in the field.
- Participates in new staff orientation/mentoring activities.
- Works as a team member to support the functions and operations of the Head Start sites.
- Interacts with children and families in a culturally sensitive way.
- Makes recommendations for replacement, purchase, or repair of equipment.
- Adheres to, and ensure staff adheres to, the CAPMC values.
- Professional model for staff, parents/families, children, and the community.
- Attends pre- and in-service training and other training as required.
- Engages in personal and professional development.

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### PROGRAM ADMINISTRATION:

- Plans, develops, and implements the operational procedures for the disabilities/mental health services.
- Engages in ongoing assessment of the quality of services provided.
- Communicates effectively with others, including giving and receiving feedback on the quality of services.
- Cooperates successfully as a member of a team.
- Provides staff training and development, including on-site consultation, coaching, and mentoring to other staff.
- Furnishes supervision for ongoing program development.
- Meets any specific content area requirements.

### Mental Health Services:

- Contracts with mental health professional to provide consultant services to staff and parents.
- Provides classroom observations to ensure compliance with appropriate mental health practices.
- Works with staff and parents to address mental health concerns, including referrals for child with A-typical behavior.
- Makes appropriate referrals as needed.
- Ensures training is provided to staff and parents on mental health topics.
- Utilizes community resources as needed.

### Disabilities:

- Coordinates concerns and referrals to Local Education Agency or appropriate professionals.
- Recruits children with disabilities.
- Arranges assessments/evaluations of children within mandated time lines.
- Facilitates meetings with staff, parents, and the Local Education Agency.
- Ensures children identified with a suspected disability are properly referred to the designated agency for intervention.
- Ensures individualized services, equipment, and/or materials as indicated on the IEP.
- Facilitates transition of children with disabilities and their families to new schools or programs.
- Maintains resources for parents and staff and refers to appropriate agencies or services.
- Ensures parents are partners in the development of the IEP with children identified with disabilities.
- Facilitates the implementation of the IEP or IFSP.
- Ensures program is inclusive of children with disabilities.
- Works with other Content Specialists and consultants in the program to interpret the handicap functional diagnosis to the teachers and parents and to ensure the education program meets the child's needs.

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### TRAINING/STAFF DEVELOPMENT

- Oversees, and when necessary, provides training to staff on new forms and regulations.
- Coordinates with Center Directors to develop, design, and deliver in-service training and orientation to meet the assessed, diverse needs of new staff.
- Assists in the development of a pre-service and in-service plan in accordance with Performance Standards 1306.23(a).

### COMMUNITY PARTNERSHIPS

- Develops relationships in the community to strengthen partnerships.
- Ensures Center Directors are informed of Interagency Agreements/Memorandums of Understanding with service providers and implemented at the centers.
- Promotes cooperative relationships between center staff and parents and acts as a mediator to help resolve conflicts.
- Develops and maintains a formal contract with the Local Education Agency.

### OTHER DUTIES

- Develops relationships in the community to strengthen partnerships.
- Promotes cooperative relationships between center staff and parents and acts as a mediator to help resolve conflicts.
- Adheres to the Americans with Disabilities Act (ADA-1992), which prohibits discriminatory actions toward children and/or adults with disabilities. In particular, children with disabilities are enrolled in the classroom as mandated by Federal Law.
- Strict compliance with universal precautions in the classroom or during home visits and when administering first aid.
- Other job related duties as assigned.

### Limits of Authority

- Relative authority to maintain compliance with Head Start Performance Standards and the requirements of Head Start guidelines.
- Maintains close communication with the Head Start Director to recommend a course of action and to receive directives on priorities.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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### **KNOWLEDGE OF:**

- Treatment strategies in the areas of child behavior management and family crisis intervention.
- CAPMC Head Start Program, Head Start Performance Standards, State regulations (where applicable), and licensing regulations.
- General understanding of child development 0-5 years.
- Awareness of the services and agencies in the assigned service area.

### **ABILITY TO:**

- Plan and administer the required disabilities/mental health services for children and families.
- Coordinate the program of activities with staff in other content areas and in other community agencies.
- Work with families in a supportive manner throughout the diagnostic and referral process.
- Coordinate the process of assessing children, including initial screenings and ongoing developmental and specialized assessments to determine if a disability exists.
- Collaborate with an interdisciplinary team of staff and parents to develop and implement an Individualized Education Plan (IEP) or Individualized Family Services Plan (IFSP) for each child with disabilities.
- Regularly consult with parents and staff on the progress of disabilities services and of those enrolled children with disabilities.
- Work closely with local school districts to ensure the coordination of services.
- Advocate in the community for appropriate services for children with disabilities and their families.
- Work with families in a supportive manner throughout the diagnostic and referral processes.
- Work with staff to improve their own health, and they, in turn, provide supportive services to families.
- Broker the services or provide counseling and treatment for children and families with diagnosed problems.
- In addition, Content Specialists must ensure the consultants have appropriate State or local license(s) or certification(s).

### **EDUCATION/EXPERIENCE:**

- BA/BS degree in Child Development or related field.
- At least two years of professional experience in the area of the degree.
- Two years experience in a human services setting, including working with low-income children and families.

### **OTHER REQUIREMENTS:**

- Must demonstrate ability to provide training and support for staff and parents in health, nutrition, mental health, guidance techniques, child observation

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assessment, multicultural, individualized programming, and curriculum development.

- Must be able to relate with all people of the community regardless of ethnic, racial, or religious background or socio-economic level.
- Must be dedicated to the goals and philosophy of CAPMC's Head Start Program.
- Must pass health screening and TB skin test or chest x-ray.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Will be required to travel out of the county and out of the state throughout the year for cluster meetings and training.
- Must have dependable, insured transportation and a valid California Driver's License (mileage to be reimbursed) and acceptable driving record. A DMV printout and proof of insurance will be required.
- Must complete all background requirements: livescan, acknowledgement of child abuse reporting responsibility, criminal record statement and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving a clearing from appropriate authorities.
- Certificate of completion of approved First Aid Class within 90 days of hire.
- Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to ensure at all times maximum safety to one's self, fellow employees, clients, and children.

### GENERAL PHYSICAL REQUIREMENTS

Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### PHYSICAL ACTIVITIES

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- Kneeling: Bending legs at the knee to come to a rest on knee or knees.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Crawling: Moving about on hands and knees or hands and feet.
- Reaching: Extending hand(s) and arm(s) in any direction.

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- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing: Perceiving the nature of sounds at normal speaking levels or without correction. Ability to receive detailed information through oral communication, and make fine discriminations in sound.
- Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

### VISUAL ACUITY

The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### WORKING CONDITIONS

- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.
- This position is designated as: Exempt.

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### APPLICATION PROCEDURES

Application forms are available at the Community Action Partnership of Madera County, 1225 Gill Ave, Madera, CA 93637, (559) 673-9173, Fresno Migrant Head Start, 4610 W. Jacquelyn Ave., Fresno, CA 93722, (559) 277-8641, or at [www.maderacap.org](http://www.maderacap.org). **Please submit a copy of degree with application to be considered for position.**

***To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.***