



Mental Health Manager (#1503)

Program: Child, Youth & Family Services	Reports To: MSHS Deputy Director
Job Location: US-CA-San Luis Obispo	Shift: M-F, 8:00am - 5:00pm (some overnight travel)
Salary Range: \$1,836.50-\$2,659.29/bi-monthly	Type: Regular (Jan-Nov), FT, 40hrs/wk.
FLSA Status: Exempt	Benefits: Yes
# of Openings: 1	Bilingual: Desired
Closing Date: 1/24/12	Biliterate: N/A

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Job Description:

Position Summary:

Responsible for ensuring the mental health policies, procedures, performance standards for the CYFS Division are reflected in the preparation of the Mental Health Content Area Plans, mental health protocols and mental health training aides for children, staff and families. Develops, and ensures implementation of, and provides training and technical assistance on all Mental Health services as defined by OHS Monitoring protocols. Ensures Mental Health services are integrated in all service areas in collaboration with other content area specialists and coordinators.

Responsibilities & Duties:

1. Assists in the development and implementation of the Mental Health Content Area Plans for children, parents and staff ensuring input and consultation from all managers, specialists, coordinators, staff and program parents.
2. Ensures that staff and parents understand Mental Health protocols, performance standards, training guides, and other relevant trainings on 1304 Head Start Performance Standards.
3. Ensures contracts with mental health professionals are kept current and complies with the requirements as outlined in the 1304 Performance Standards. Ensures mental health professionals receive orientation to the criteria in the 1304 Performance Standards that apply to the role of the Mental Health Consultant in Head Start.
4. Ensures the follow-up recommendations of the Mental Health Consultant is communicated and utilized by the centers for the improvement of mental wellness at the centers.
5. Records the Mental Health Consultant's monthly reports when appropriate in child's case review notes.
6. Completes monthly in-kind for all consultant billing in conjunction with the Finance Department.
7. Provides training for staff on observation, the referral process, and identifying mental health concerns. Ensures staff has access to mental health activities, educational information and other resources to promote mental health as a part of daily life for staff, children and parents.
8. Ensures staff members receive on-going support and technical assistance for screening tools, assessments and other instruments that pertain to adequately assessing children's mental health needs.
7. Supervises and supports Behavior Specialists in carrying out their position requirements.
8. Participates in community events and fairs to promote community support for mental health in Head Start. Participates in recruitment efforts to introduce mental health services to families from the time of enrollment.
9. Develops, implements and provides training and technical assistance to ensure that monitoring, record-keeping and reporting systems are fully understood and utilized for collecting data for PIR and tracking all Mental Health services, to include services provided by consultants and outside agencies.
10. Ensures all mental health materials, activities and training aides are provided in the language and literacy level of the home. Ensures that family cultural traditions, healing practices and beliefs are respected and acknowledged as they pertain to mental health practices.
11. Collaborates with all other content area specialists and coordinators to insure mental health prevention education, and activities are included in content area plans for Education, Family/Community Partnerships, Disabilities, Health and Nutrition.
12. Provides activities and information for promoting staff wellness in the areas of stress management, anger management, conflict resolution, self-esteem building, communication and relationship building skills, handling families in crisis, and personal vs. professional boundaries when working with families, etc.
13. Collects data and provides input into the annual T/TA (Training and Technical Assistance) Plan. Participates in reviewing PIR and use

data for program improvement in the area of mental health. Participates in the community assessment process to ensure community mental health resources, agencies and professionals are properly identified. Participates in the annual self-assessment in the area of mental health to ensure compliance with all performance standards and to identify areas for program improvement.

14. Attends staff meetings, program meetings and community meetings and trainings as appropriate. Advises in the utilization of community resources and referrals.
15. Works with the CYFS Director in planning and budgeting program funds to assure that the program maintains a level of fiscal support for promoting mental health services.
16. Ensures confidentiality is maintained in accordance with the CAPSLO CYFS Program and California requirements. Provides T/TA to staff and parents on the importance of confidentiality.
17. Works with center supervisors, teachers and program managers to ensure proper documentation is maintained.
18. Ensures that meetings with parents take place when necessary to explain or interpret any aspect of the program's mental health services or concerns parents may have regarding their child's mental health.
19. Works with all staff to provide an environment that promotes mental health wellness for all children and families and staff.
20. Responsible for training or delegating the training to qualified professionals for all CYFS staff, in respecting and understanding Children's Personal Rights as defined by the State of California Community Care Licensing and Office of Health Start Health & Safety Standard. This training is anticipated to occur annually.
21. Provides Reflective Practice for Early Head Start Home Visitors on a monthly basis.
22. Supports the continuous implementation of the CYFS Pyramid Model based on the Center on the Social Emotional Foundations for Early Learning.
23. Performs other duties as required.

Minimum Educational and Experience Requirements:

1. Master's Degree in Social Work, Counseling Psychology, Human Development, Marriage & Family Education, or related field (with emphasis in child and family studies).
2. Licensed Mental Health professional (as defined by the California Board of Behavioral Sciences).
3. Two years of experience working with children, age 0-5, and their families.
4. Experience working with children with mental health concerns preferred.
5. Must have previous experience conducting trainings.

Other Requirements:

1. Must be available for travel to other counties, to conferences, meetings, workshops, etc. when necessary.
2. Must possess knowledge of developmentally appropriate practices for infants, toddlers and preschoolers.
3. Must have excellent written and verbal communication skills.
4. Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level.
5. Must be emotionally stable, mature, and tactful and be able to provide professional leadership.
6. Must possess the ability to establish and maintain cooperative working relationships with staff, parents, children and the community.
7. Must be self motivated with a strong sense of time management and organizational skills.
8. Must demonstrate sound judgment in decision making.
9. Must be familiar with local, state and federal agencies providing services to children with special needs and their families.
10. Must be dedicated to the goals and objectives of the CYFS programs and CAPSLO.
11. Must have dependable, insured transportation and valid California Driver's License (mileage to be reimbursed) and acceptable driving record. A DMV printout and proof of insurance will be required.
12. 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 assure at all times maximum safety to one's self, fellow employees, clients and children.
13. Must provide a TB clearance (skin test or chest X-ray) and health screening prior to beginning employment.
14. Employment is contingent upon meeting all job requirements and background requirements: criminal history check, education verification, acknowledgement of child abuse reporting responsibility, criminal record statement, etc. A criminal history clearance is required within seven days of completing the Live Scan.
15. Employment with Child, Youth, and Family Services is contingent upon approval of the Policy Council.

Physical and Environmental Requirements:

Position requires intermittent sitting, standing, walking, twisting and bending. Must be able to lift 30 pounds. Simple grasping and hand manipulation required, as well as reaching above and below the shoulder level. Requires working indoors in temperature-controlled environment with some exposure to copier and printer chemicals/fumes.

Applicant Information:

Application Process: Please visit our website and apply online at www.capslo.org/employment. A completed CAPSLO application must be submitted no later than 5:00 p.m. on the recruitment closing date. For questions regarding the application process or open positions, contact the HR Department at (805) 544-4355.

Selection Process: All qualification requirements must be met by the closing date of this announcement. Applications will be evaluated on the extent and quality of submitted application materials.

Employment Requirements: All offers of employment will be conditional upon satisfactory completion of all job requirements listed on the job announcement, including but not limited to references, criminal history background checks, pre-employment drug tests and health screenings. All appointments are subject to post employment verification and documentation of one's identity and legal right to work in the USA in compliance with the Immigration Reform and Control Act of 1986. All regular and seasonal status new hires will serve an "at will" six (6) month introductory period.

Internal Recruitments: Only current regular, seasonal and limited term employees may apply during the internal recruitment period. Regular, seasonal and limited term employees may apply for transfer positions. Internal transfers (positions in the same or lower salary grade) require three months successful employment in current position; Regular and seasonal employees may apply for promotional positions. Internal promotions (positions in a higher salary grade) require six months of successful employment in current position.

Benefits: Full time regular, seasonal and limited term employees are eligible for 100% employer paid benefits. Part-time regular, seasonal and limited term employees, working 20-29 hours per week on a regular basis are eligible for 50% employer paid benefits. Benefits include medical, dental, vision, life and AD&D insurance; paid vacation, paid sick leave, 13 paid holidays per year and opportunities to participate in a 403 (b) retirement plan and section 125 cafeteria plan.

EOE/ V/ ADA/ Drug Free Workplace/ Asset Infused Organization

Community Action Partnership of San Luis Obispo County is a nonprofit agency that focuses on helping people and changing lives through serving nearly 40,000 persons

across Central and Southern California. Community Action Partnership is committed to eliminating poverty by empowering individuals and families to achieve economic self-sufficiency and self-determination through a comprehensive array of community-based programs.



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