



Employment Opportunity
Butler County Educational Service Center
January 31, 2020

POSITION: Mental Health Consultant

DESCRIPTION: To provide early childhood mental health consultation to Head Start children, staff and families by coaching teachers, observing children in classrooms and reviewing available documentation, and working with families on a shared plan with the program. As needed, work with local mental health providers to assure high quality ongoing mental health services to children and families.

QUALIFICATIONS:

- Minimum of Bachelor degree in social work or counseling, with a license, Master's preferred. Ability to successfully complete the State of Ohio Early Childhood Mental Health Credential within first year of employment.
- Spanish Speaking preferred.
- One (1) year prior mental health experiences with young children and families. Under graduate field practicum experience acceptable.
- Valid Ohio driver's license with good driving record and daily access to private insured vehicle during working hours.
- Willingness/ability to work as a team member.
- Computer expertise appropriate to the position.
- Good organizational skills.
- History of good job attendance.
- Must pass criminal background checks and be free from communicable disease.

ESSENTIAL FUNCTIONS:

- To observe children in classrooms that are referred by staff for mental health/behavioral concerns and provide coaching and consultation to the staff
- To assess screenings, assessments and results to aid in planning for children's behavior
- To hold a team meeting with staff and family to create an intervention plan, and follow up appropriately
- To provide recommendation and suggestions to families as needed
- To provide training to staff on topics related to ECMH and social emotional development of children
- To attend training that is relevant to this position
- To work with established mental health providers in assuring children receive high quality ongoing mental health treatment, and service as liaison between provider and center
- To share with management overall mental health concerns impacting children, families and program
- To provide Family and Community Partnerships Coordinator with required information in a timely manner.
- To work as a team member in the day to day operations.
- To participate in staff meetings and trainings.
- To assist in the facilitation of parent activities.
- To assist in involving the child and family in necessary social services involvement.
- To assist in compliance with Ohio Department of Education Preschool Licensure, Head Start Standards rules/regulations, policies and procedures.
- To represent the program throughout the community to advocate for new and/or improved services to families.

- To be a mandated reporter and report all suspected child abuse or neglect to Children Services and maintain safety of family and self.
- To report the presence of unauthorized or atypical visitors.
- To confer with supervisors regarding progress, concerns and recommendations.
- To maintain records and files as required.
- To plan and organize own work to meet priorities with the use of time management and outlook calendar
- To meet deadlines (daily, weekly, monthly, quarterly, and yearly).
- To maintain confidentiality in district matters.
- To continuously update and improve professional competence.
- To comply with state and federal regulations that pertains to the position (e.g. OSHA, OCR).
- To perform other duties consistent with the position as assigned.
- Maintain good work attendance.

OTHER DUTIES AND FUNCTIONS:

- To serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in students the belief in and practice of ethical principles and democratic values.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures; building policies and procedures; component plans; public relations; required reports; inventories; requisitions; ODE early childhood education standards; emergency preparedness drills. Content knowledge of early childhood development; mental health challenges in young children; mental health resources including services and assessment tools; interdisciplinary collaboration and reporting standards

Ability to: Interpret policies, procedures, and regulations; follow component plan; communicate effectively; follow directions; maintain records and files; prepare reports; follow emergency preparedness procedures; recognize individual differences; lift a moderate amount of weight.

Skill in: Use of computer.

EQUIPMENT OPERATED:

Computer

ADDITIONAL WORKING CONDITIONS:

Occasional: Occasional: Exposure to severe weather, heat, communicable diseases, loud noise, blood, bodily fluids and tissue, irritating and hazardous chemicals, unruly children/adults. Attend functions or performs duties outside normal working hours.

TERMS OF EMPLOYMENT:

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non - prescribed controlled substance use in the workplace throughout his/her employment in the District.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Staff.

STARTING DATE: Immediately
SALARY: \$39,000 - \$41,000 based upon education and experience
BENEFITS: Excellent benefits for all full time employees
WORK YEAR: Full Time – 200 days
DEADLINE: Until filled
APPLY TO: Apply by clicking: [Application](#)

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Laura Theiss by the deadline.