

ALTA CARE GROUP

JOB DESCRIPTION – Early Childhood Mental Health Supervisor

POSITION: Early Childhood Mental Health Consultation Supervisor
DEPARTMENT: Early Childhood Mental Health Consultation
SUPERVISOR: Chief Operating Officer
STATUS: Exempt
RATE: Commensurate with Experience and ALTA Salary Scale

JOB SUMMARY:

This position is responsible for the recruiting, training, mentoring, and supervision of Early Childhood Mental Health Consultants and programs assigned to them. This includes administrative management of the staff and the programs assigned, to include schedule and time management, funding reports, grants management, and other data tracking and reporting as necessary. This Supervisor will ensure professional development and competency of staff, lead team meetings and observe/support the ECMH's in the field. It is expected that the Supervisor will also provide ECMH Consultation as needed. This position will also develop and maintain working relationships and strong communication with partner entities (i.e., State Support Teams, Childcare Resource & Referral Centers, Head Start Staff, etc.), and with key contacts from funding and licensing/certification agencies (i.e., OMHAS, ODCY, etc.).

This position may include additional responsibilities in area(s) that are indicated by the Supervisor's initials (outlined in red).

ESSENTIAL FUNCTIONS:

1. Work with the Behavioral Health ECMHC's in the field to provide field-based mentoring and training. Lead weekly/monthly ECMH team meeting. Assist with completion and submission of monthly activity logs, monthly monitoring report of BH ECMHC activities provided, collect monthly information from ECMHS's and monitoring/reporting of staff Client Care Contacts. Oversee and manage funding applications and reports. Other duties as requested by the position's supervisor.
2. Provide Early Childhood Mental Health Consultation Services to early care staff and other professionals as indicated, across various settings including but not limited to private and public childcare settings, Head Start and social service agencies utilizing best-practice models, such as the Ohio Model of ECMHC.
3. Provide limited, as needed, Early Childhood Mental Health Professional Development training to early care staff and other professionals as indicated, across various settings including but not limited to private and public childcare settings, Head Start and social service agencies at the local, regional, and state level. The content of the professional development trainings is current, evidence-based curricula and models such as Early Learning Development Standards, FLIP-IT, etc.
4. Develop a Consultation Checklist and Action Plan for each consultation service location, collect all required data pieces as necessary for program evaluation and reporting purposes. Enter all data pieces into Alta or funding source web-systems as required.
5. Securing necessary releases of information to perform ECMHC services from schools and/or parents.
6. Assist the Clinical Director and/or COO in collecting and compiling objective data so as to accurately assess success of services as they relate to targeted service outcome goals.
7. Participate in all program, team and/or department activities as required.

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8. Participate in staff and program development by attending continuing education and in-service training, as required by Alta or funding source.
9. Arranges for mental health consultants to be available for staff meetings, parent training sessions, etc., as indicated.
10. Provides or arranges training for classroom staff on topics such as mental health related curriculum.
11. All other duties as assigned.

[] Head Start Mental Health Manager *(if initialed by supervisor):*

This position works with Head Start management and supervisory staff, teachers, and parents to ensure that mental health services meet the Head Start Performance Standards and achieve the following:

- (1) The program implements strategies to identify and support children with mental health and social and emotional concerns;
- (2) Assist teachers to improve classroom management and teacher practices through strategies that include using classroom observations and consultations to address teacher and individual child needs and creating physical and cultural environments that promote positive mental health and social and emotional functioning ;
- (3) Assist other staff, including home visitors, to meet children's mental health and social and emotional needs through strategies that include observation and consultation;
- (4) Ensure staff address prevalent child mental health concerns, including internalizing problems such as appearing withdrawn and externalizing problems such as challenging behaviors; and,
- (5) Help both parents and staff to understand mental health and access mental health interventions, if needed.
- (6) Assist in the implementation of the policies to limit suspension and prohibit expulsion as described in [§1302.17](#).

[] OMHAS IECMH Master Trainer *(if initialed by supervisor):*

The mission of the Master Trainer is to educate and support professionals as they further their experience, develop professionally, and attain skills to support children and families in Ohio. The Master Trainer must meet and complete all requirements as described in the Ohio Department of Mental Health and Addiction Services Early Childhood Mental Health Training Institute Onboarding Handbook.

The role of the Whole Child Matters Master Trainer is not just that of a content instructor. Master Trainers must be skilled and adept first as ECMH Consultants. Next in the process is to become a true master of specific early childhood and ECMH content. The Department of Mental Health typically guides this process through our agreements with ODE, the Ohio Professional Registry and by Ohio's permissions

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with Devereux regarding our staff's access to and use of their propriety material. Finally, there is a rigorous peer review, curriculum development and approval process before Ohio's ECMH Master trainers are approved to offer various ECMH content.

The development of a Master Trainer can take a year or more, including having met the following requirements:

1. Completion of Ohio Model of ECMH Consultation training;
2. DECA 2-day training for ECMH consultants;
3. FLIP IT Training and eligible as TOT;
4. Fully Credentialed as an ECMH Consultant;
5. Trauma, Cultural and Linguistic competencies;
6. Ohio Early Learning Development Standards mastery;
7. Satisfactory peer review by MT on OhioMHAS scoring rubric;
8. Ohio Professional Registry as an Ohio Approved Curriculum designer and instructor at all 3 Core Knowledge and Competency levels.

Any master trainer candidate offered must complete the core training and service requirements to become a credentialed Early Childhood Mental Health Consultant. In that role s/he will have perfected their expertise in providing support & training to various early learning professionals

RESPONSIBILITIES/EXPECTATIONS:

- Support ALTA principles and adhere to Mission Statement.
- Strong verbal and written communication skills.
- Must maintain a neat and professional appearance at all times.
- Must maintain confidentiality and discretion.
- Must be able to relate to individuals of all ethnic social-economic backgrounds.
- Ability to work independently in and within a group when necessary.
- Must maintain professional interaction with customers, vendors and all levels of the organization.
- Continuously seeking methods of improvement for efficient operations.

PROFESSIONALISM/ATTITUDE

- Maintain professionalism at all times through actions and behaviors.
- Display a friendly and positive attitude towards job duties, parents, children, staff members, and others (i.e. visitors, volunteers, community partners) and willingly perform job duties.
- Must display a positive mood and reflect enjoyment in the performance of job responsibilities and interactions with children, families, staff, volunteers, et al.
- Understand and appropriately respond to the needs of other staff, parents, children, visitors.
- Communicate effectively by using productive comments, pleasant expressions, and welcoming gestures.
- Must be a team player.

QUALIFICATIONS:

- Must be able to lift fifty (50) pounds.

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- Must be able to pass BCI/FBI background check in accordance with ODJFS Licensing regulations.
- Must be able to pass a medical exam in accordance with ODJFS licensing Regulations.
- Must be able to provide documentation of being free from communicable tuberculosis in accordance with Head Start Standards.

EDUCATION/EXPERIENCE:

Masters degree in Early Childhood Education, Family and Consumer Studies, Social Work, Counseling, or other related mental health field, or currently enrolled in a Masters program leading to one of these fields. Must have a mental health license or registered with the state as a Masters level trainee, and/or certification by OCCRA as an Early Childhood Mental Health Consultant.

SUPERVISORY RESPONSIBILITIES:

ECMHC

WORK CONDITIONS:

Variable hours of work which may include overtime and weekends and occasional travel.

By signing, I acknowledge that I have read and understand this job description. I also acknowledge and agree to comply with all policies and procedures as outlined in the ALTA Employee Handbook.

Employee

DATE

HR Representative/Supervisor

DATE

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