

Job Description

DISABILITIES/MENTAL HEALTH SERVICES COORDINATOR

PACT for West Central Illinois

ESSENTIAL FUNCTIONS

1. Meets with the Executive Director to assist in establishment of program goals and objectives.
2. Establishes and/or maintains channels of communication between Head Start and local public schools through direct contact with administrators and staff.
3. Serves as a liaison between PACT and Disabilities Providers.
4. Provides training and technical assistance in disabilities, mental health and transitions services to the PACT staff, including, but not limited to updates, program timetables, forms, handouts, and group or individual teaching, to staff and parents.
5. Assists direct service staff in assessing, planning, and delivery of disabilities services to PACT families. Ensures the health and safety of children and staff during all program activities.
6. Ensures developmental screenings are completed on enrolled children.
7. Jointly conducts staff meetings with the other applicable Coordinators.
8. Ensures confidentiality and maintenance of required disabilities records on participants. Maintains confidentiality of family and program records and information.
9. Initiates and maintains collaborative agreements with disabilities providers.
10. Attends staffings and observes classroom and home visit activities of children with disabilities.
9. Provides for training of Head Start staff and parents on disabilities and mental health through workshops, handouts, and parent meetings.
10. Initiates and analyzes, with appropriate staff, alternative methods of delivery of Head Start services for children with disabilities.
11. Locates, develops, and maintains appropriate procedures, resources, and consultants to provide quality program disabilities and mental health services within the limitations of the budget.

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12. Carries overall responsibility for compliance with Head Start Performance Special Standards, federal, state, and local government and all applicable rules and regulations that apply to the mental health and transition components. Supports the agency's mission and philosophy.
13. Maintains up-to-date Program Work Plans for the Disabilities and Mental Health Components. Coordinates disabilities and transition services with all component coordinators. Serves as team leader for the agency's annual self assessment process.
14. Prepares reports and records as requested by the Executive Director.
15. Prepares an annual budget for Disabilities and mental health supplies, equipment, services, etc. to carry out the planned activities of the program and monitors expenditures from this account.
16. To the extent able, performs such other duties and responsibilities as assigned by the Director, or as may be required under applicable Agency programs, contracts or grants.

Nothing herein shall be construed as limiting the authority of the Director from assigning such other functions and responsibilities as are necessary to establish and maintain program efficiency and effectiveness.

QUALIFICATIONS

Requires the commitment to parents as educators of their own children.

Requires a Bachelor's Degree, related to one or more of the disciplines overseen and experience in Early Childhood Education, Special Education, Psychology, Social Work, or Health related field. Bachelor's Degree in Early Childhood Special Education preferable.

Requires training and experience in securing and individualizing needed services for children with disabilities.

Requires a minimum of two years experience working with Head Start or comparable programs. Prior supervisory desirable.

Requires a background of working with community agencies, children, families, and low-income groups.

Requires ability and willingness to follow and comply with written and verbal directions, assignments and instructions from appropriate Supervisory staff.

Requires oral and written communication and mathematical skills sufficient to complete program records and reports, understand written program materials, and communicate with preschool

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children, clients, staff, the agency, and the public effectively.

Requires effective organizational and time management skills in order to complete program records, prepare required reports, and submit required program materials according to agency time lines.

Requires the ability to use abstract reasoning, problem solving, planning and analytical skills in: budget development, program goals and objectives development, staff monitoring and evaluation.

Requires effective interpersonal and communication skills needed to conduct interviews with potential staff, for supervisory duties, and conduct meetings and training sessions with staff and parents.

Requires the ability to travel area wide, and to access classroom and home visit sites when conducting staff monitoring, parent training, and to visit parents. Requires reliable transportation, a valid Illinois drivers' license, and proof of agency requirements for automobile insurance.

Requires the ability to pass a medical examination certifying freedom from communicable disease upon offer of employment.

Requires visual ability to recognize non-verbal information when conducting parent trainings, observing classrooms, and home visits.

Requires the willingness/ability to learn new skills through workshops, conferences, and resources in order to enhance job development skills, including out-of-area workshops and meetings of several days duration.

Requires the ability to use the telephone, computer word processing and child tracking equipment, and calculator.

REPORTS TO: Executive Director

EMPLOYED: 40 hours per week, 52 weeks per year

SALARY: _____

OVERTIME STATUS: Exempt