

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MENTAL HEALTH SERVICES SPECIALIST

BASIC FUNCTION:

Under the direction of assigned Manager, coordinates services and analyzes program mandates and special initiatives related to mental health services for children birth to five years of age enrolled in the Head Start and Early Head Start program; prepares reports and coordinates for individual and group mental health services; provides training and support to home visiting, family child care and center based staff and parents; monitors program effectiveness to assure compliance and provisions of mental health services in accordance with federal regulation and program policies and procedures.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Coordinates and analyzes program mandates related to mental health services for children, birth to five years of age, enrolled in the Head Start/Early Head Start program, dealing with social emotional/behavioral issues and challenges that are interfering with their participation in the program and negatively impacting their growth and development towards school readiness.

Monitors and evaluates the effectiveness and operational efficiency of program's mental health service area and special initiatives; receives and responds to staff, families and management regarding mental health program needs and concerns; develops and implements processes and procedures related to the area of mental health services.

Develops and maintains systems for tracking and reporting referrals for assessment for social and emotional and/or behavioral concerns; utilizes information from ongoing assessments to measure school readiness in Head Start and Early Start programs; meets with multidisciplinary teams and prepares follow up reports.

Establishes working relationships with home visiting staff, site directors, family childcare providers and program partners to ensure training and supports are provided and effective ECE strategies are implemented in alignment with the Head Start Early Learning Outcomes Framework.

Designs, develops, implements, and conducts or arranges training activities for staff and parents concerning trauma informed practices, social-emotional development, typical/atypical developmental and child abuse mandated reporter; oversees staff training conducted by others.

Serves as a liaison and coordinates communications, activities and information related to mental health between Santa Clara County Office of Education (SCCOE) and outside organizations; establishes, supports, facilitates, and maintains partnerships; assures proper and timely resolution of related issues and conflicts.

Analyzes data regarding population trends, numbers and types of students served within specific geographic regions, as required.

Compiles, reviews and analyzes a variety of data and information related to mental health service programs; prepares and maintains a variety of narrative and statistical records, reports and files related to programs and assigned duties.

Prepares and maintains records for children dealing with social-emotional and/or behavioral issues and concerns; provides feedback on mental health plans.

Participates in annual Head Start/Early Head Start planning task force and annual funding application process, as required.

Creates and maintains inter/intra-agency agreements to ensure appropriate partnerships and contracts are in place to address the mental health issues and concerns of the children enrolled in the Head Start/Early Head Start programs.

Operates a variety of office equipment including a copier, fax machine, projector, audio-visual equipment, computer and assigned software.

Drives a vehicle to conduct work; visits sites and classrooms to monitor and provide technical advice concerning the mental health program, individual plans, and educational social emotional activities; conducts site visits for children referred for mental health services.

Coordinates, attends and conducts a variety of in meetings and conferences, as approved.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, coordination and implementation of the operations, activities, mental health services and support functions of the Head Start/Early Head Start program.

Mental health services, standards, requirements, principles, practices, techniques, theories, and procedures related to Head Start/Early Head Start.

Practices and procedures involved in the development and implementation of mental health program services, goals, objectives, plans, strategies, standards, projects, processes and procedures.

Established curriculum and instructional activities and strategies related to social-emotional and behavioral supports and trauma informed best practices.

Instructional techniques and strategies related to social-emotional development and positive behavioral supports.

Federal standards and requirements governing assigned programs.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Practices, procedures and techniques involved in the development and implementation of staff development activities.

Applicable laws, codes, regulations, policies, and procedures.

Interpersonal skills using tact, patience, and courtesy.
Operation of a computer and assigned software.
Basic public relations techniques.

ABILITY TO:

Plan, organize, coordinate, and implement the operations, activities, services, and support functions of the Head Start/Early Head Start related to mental health services.
Coordinate information and resources to meet the needs of children and families of children dealing with social-emotional and/or behavioral concerns and issues.
Provide consultation and technical assistance to parents and staff concerning mental health services and related standards, requirements, principles, practices, techniques, and procedures.
Design, develop, implement, and conduct training and staff development activities for staff and administrators concerning assigned subject areas and programs.
Develop and implement subject area and program services, activities, goals, objectives, plans, strategies, systems, standards, projects, processes, and procedures.
Monitor, evaluate and modify standards, policies, and procedures to enhance the effectiveness and operational efficiency of the mental health service area.
Interpret, apply, and explain laws, codes, regulations, policies, and procedures.
Be sensitive to the needs of students, families and staff.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Prepare and maintain various narrative and statistical records, reports and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in psychology, social work, education, or a related field, and two years working with families and children in community mental health service agencies or related services.

MAY REQUIRE:

Fluency in English and a second language (Spanish or Vietnamese) as specified by the Santa Clara County Office of Education.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
A driving record that meets the SCCOE's insurance requirements.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.

Approved by the Personnel Commission: September 8, 2021



Marisa Perry
Director – HR/Classified Personnel Services

Date: 09/08/21