



WORCESTER COMMUNITY ACTION COUNCIL, INC.
The Antipoverty Agency for Central Massachusetts
484 Main Street, 2nd Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810
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Mental Health Coordinator, Head Start & Early Head Start

Full Time (37.5 hrs/wk)

WCAC is seeking a qualified professional for a full time position that would be responsible for planning and implementing the delivery of mental health services for children and families in the Head Start and Early Head Start programs in such a way that contributes to the child's overall growth, self-esteem, and social competence ensuring the safety of all children. Facilitate and provide guidance for the implementation of the social emotional Pyramid model. Act as the liaison between all community mental health consultants and the WCAC Head Start/Early Head Start program.

Qualifications:

- Bachelor's degree in Psychology or Special Education, or related field required. Master's preferred.
- Licensed Independent Clinical Social Worker (LICSW) preferred/ or LMHC Licensed Mental Health Counselor
- Experience with providing guidance and support with the Pyramid model (0-5 years old)
- Teaching Pyramid Observation Tool (TPOT) reliable rater
- PIWI Facilitator
- Excellent verbal and written communication skills are required.
- Ability to speak Spanish a plus.
- Must work cooperatively and effectively with a diverse population.
- Experience working with low income population.

Special Certification or Documentation:

- Valid Driver's License and reliable transportation.
- Ability to successfully complete a CORI/SORI/DCF every two years.
- Evening hours may be required to meet the needs of families in the program.
- Job site assignment may change based upon program needs.
- Must be available and reachable for emergencies.
- Mandatory physical every two years and evidence of negative Mantoux, required by DEEC. Hepatitis B (optional).
- Physical ability to perform the job with reasonable accommodation including; ability to lift a child up to 50 pounds and bend to speak with child at the child's level, ability to physically set up and break down classrooms, including moving furniture and light housekeeping, and the ability to see and hear with reasonable accommodation.
- First Aid and CPR certificates preferred

Duties and Responsibilities:

- In accordance with Head Start Standards and DEEC regulations ensure that all children are safely accounted for and not left unattended at any time while in the daily care of the WCAC Head Start program.
- Maintain the knowledge and expertise to practice the Head Start and Early Head Start philosophy and objectives as outlined in the performance standards, UPK, NAEYC and QRIS.
- Work in cooperation with all component coordinators and specialists to implement program policies and procedures, share and discuss relevant information about children, families, and classroom observation, and develop modified plans for children in need of services.
- Provide distribution and administration of the Ages and Stages Questionnaire -Social Emotional (ASQ-SE). Train staff to administer social emotional screening to children within 45 days of child's enrollment and ensure re-screens for children whose test results are inconsistent. Provide follow up and distribution of the Social Emotional Assessment/Evaluation Measure (SEAM).
- Consult with staff regarding individual mental health observations and suggest strategies to deal with issues observed.
- Assist in staff instruction and support staff in the social emotional framework (Pyramid model use of the Second Step mental health curriculum).
- Participate in classroom observations and home visits to provide feedback and model appropriate techniques and hands on approaches to staff and families when atypical and typical behaviors are exhibited.
- Participate in meetings with mental health agencies, parents, and staff from the program when requested.

- Identify children/families in need of counseling and make referrals as needed. Document and track action plans for children and families and work in cooperation with all Head Start staff to ensure follow through. Maintain documentation of all observation, referrals and evaluations.
- Refer children and families for counseling as needed.
- Document and track Behavioral Incident Reports (BIR) and support the implementation of the Behavioral support plans for children and families and work in cooperation with all Head Start staff to ensure follow through.
- Facilitate the development of support groups for parents regarding the Pyramid Model/CSEFEL. (Positive Solutions)
- Develop and update mental health services portion of written plans.
- Participate in training events taking advantage of opportunities for professional and personal development.
- Maintain documentation and uploading of all assessments of all observations, referrals, and evaluations in the ChildPlus database.
- Maintain confidentiality of information regarding children's records relating to the center and/or WCAC Head Start program
- Comply with the Head Start abuse and neglect reporting procedures.

Send cover letter and resume specifying position via email to hr@wcac.net or to the Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608. Applications must be received by August 27, 2019.