**JOHNSTON-LEE-HARNETT COMMUNITY ACTION, INC.**

**HEAD START**

**DISABILITIES/MENTAL HEALTH SPECIALIST**

**Position Title:** Disabilities/Mental Health Assistant

**FLSCA Status:** Non-Exempt

**Work Schedule:** Monday through Friday 7:00 a.m. – 4:00 p.m.

**Job Status:** Full Time

**Supervised by:** Harnett County Area Manager

# POSITION SUMMARY

The Disabilities/Mental Health Assistant is responsible for assisting the Disabilities/Mental Health Manager with the implementation of services.

# ESSENTIAL FUNCTIONS

* Plan and provide developmental activities in language, motor, social-emotional and creative problem solving skills for three and four year olds.
* Assist teacher in managing children’s behavior in developmentally appropriate ways within Head Start and licensing policies.
* Participate in parent training activities.
* Conduct home visits as needed.
* Provide leadership and direction for team work with Head Start teachers and assistants when helping in their classrooms.
* Participate in required in-service activities.
* Maintain necessary records of contact with teachers and children.
* Assist with screenings under the direction of the Disabilities Coordinator
* Participate in transition from preschool to next level of educational process.
* Provide intervention to Head Start teachers when needed.
* Manage routines and provide rapid response to major behavior issues as requested by Mental Health Coordinator.
* Follow plans and activities set forth by Mental Health Consultant
* Plan activities and schedule small group activities set forth in on-going behavior plan with parental permission.
* Maintain confidentiality of records.
* Provide risk management (prevention intervention) as needed and requested by teachers.
* Other duties as may be assigned.
* Serve as a member of Health Advisory Committee.
* Coordinate classroom observation of children n their physical environment with local health consultant.
* Ensure confidentiality of all records.
* Train staff in the utilization and implementation of social-emotional curriculum.
* Assists in providing training for parents and staff concerning observation, child growth and development and common behavior problems seen in children.
* Ensure that all professional diagnosticians and consultants are certified in areas of service being provided.
* Assume HSTRS duties as requested by Regional Office and/or local program.

**PHYSICAL DEMANDS**

X Walking X Sitting X Pushing X Climbing

X Stooping X Standing X Kneeling X Crouching

X Lifting (40lbs.) \_\_X\_ Bending

**POSITION QUALIFICATIONS**

* BA/BS degree is required with training or work related experience in area of Special Education, Early Childhood Education or Psychology
* Considerable knowledge of available community resources
* Sensitive and committed to working with low-income families.
* Ability to keep accurate records and express ideas clearly in both oral and written form
* Communicate effectively.
* Knowledge of IDEA.
* Available reliable transportation.
* Physician statement of good health and provide personal statement of annual physical.
* Have negative results of TB test before beginning to work and on an annual basis.

**I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name (Print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_