

## EHS Mental Health Coordinator

**REPORTS TO:** EHS Program Manager

**FLSA STATUS:** Exempt

**STATUS:** Full Time, 52 weeks, 40 hours per week

**SAFETY SENSITIVE:** Yes

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**Job Summary:**

Plan, develop, and implement the Mental Health content area. Monitor, analyze, and provide feedback concerning content systems, information, and budget items. Develop and implement appropriate training and technical assistance.

**Essential Functions:**

The EHS Mental Health Coordinator will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The EHS Mental Health Coordinator responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Behavioral Health Coordinator will demonstrate competency to perform essential functions that include:

- Plan and assure quality program policies and procedures are provided and meet all current trends regarding evidence-based mental health practice techniques and brain research as well as compliance with codes of all local, state, and federal agencies.
- Use observation, documentation, and planning to support staff with promoting children's healthy development and learning to ensure individualization in planning and effective operation of the classroom.
- Provide assistance and consultation to staff and parents to demonstrate methods of prevention and intervention.
- Establish and maintain effective record-keeping systems. Monitor systems to assure program quality in content area and provide regular feedback to staff.
- Provide workshops, training, and/or technical assistance in mental health wellness and child development topics that are research based to staff, families, and community in large and small group settings or individually as needed.
- Promote consistent exchange of information in all directions by communicating in a professional manner through verbal/written means while maintaining confidentiality at all times.
- Make decisions based on knowledge of research-based infant/toddler practices, promotes high quality services, and takes advantage of opportunities to improve knowledge and competence.
- Secure and/or facilitate Mental Health Memorandum of Understanding, interagency agreements, and resources for sites.

**Minimum Requirements:**

- BA Degree in psychology, social work, or a closely related field from an accredited institution.
- Current certification by the Arizona Board of Behavioral Health Examiner's in counseling, social work, or family therapy required.
- Four years assisting families in obtaining resources, working with low-income, culturally and linguistically diverse families, and Arizona Department of Health Services Office of Child Care Licensure.
- Two years' supervisory experience, directing committees and workgroups.
- Advanced computer skills required in Excel, PowerPoint, Word, Access, internet, and email.
- Arizona's driver's license, proof of insurance, fingerprint card, and Social Security card, and provide as needed a vehicle for program business.
- Health Questionnaire is required at hire and will be updated every 3 years.
- Employee must be able to speak, read, write, and understand English.

**Knowledge, Skills, and Abilities:**

- Knowledge in Head Start Performance Standards and both infant/toddler and adult learning styles.
- Capacities to problem solve, handle crisis, and work with families and children of various cultures from low-income backgrounds.

- Ability to translate theory into practice.
- Ability to train staff in small and/or large group
- Excellent oral and written communication skills.
- Demonstrate the understanding of CPS reporting system, signs and symptoms of child abuse and neglect.

**Physical Requirements:**

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 10 lbs., and occasionally lift and/or move up to 25 pounds.

**Working Conditions:**

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.

**Acknowledgements:**

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position, and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

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Employee Signature

\_\_\_\_\_  
Date