

Behavioral Health Manager

REPORTS TO: Family Engagement Director

FLSA STATUS: Exempt

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

SAFETY SENSITIVE: Yes

Job Summary:

Plan, develop, monitor and implement Mental Health Content area. Monitor, analyze, and provide feedback concerning Content systems, information, and budget items. Develop and implement appropriate training and technical assistance. Establish and maintain effective recordkeeping systems. Participate as team member and in Community Networking. Conduct self in a professional manner. Develop and manage content contracts, collaborations, and memorandums of understanding as needed.

Essential Functions:

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

- Oversee implementation of Social Emotional Curriculums-Conscious Discipline, Pyramid Model
- Work with Coaches to provide behavioral support and training.
- Complete and Oversee Social Emotional and behavioral Assessments and Individual Support Plans
- Exercises supervision over Mental Health Specialist, gives input in the hiring, suspending recalling and discharging of employees and carries out employee performance evaluations in accordance with personnel policies
- Ensure necessary documentation is complete
- Track data and report findings
- Provide parent consultations as needed
- Plans, monitors and assures quality program policy and procedures are provided and meet all current trends regarding evidence-based practice techniques and brain research as well as compliance with codes of all local, state and federal agencies.
- Provide workshops, training and/or technical assistance in Head Start Family Engagement, Mental Health, Child Protective Services and Home Base services 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.
- Works with outside consultants for behavioral assessments, training and behavioral support
- Utilize virtual platforms for meetings and communications.

Minimum Requirements:

- Masters of Counseling or other eligible Masters degree
- AZ State Behavioral Health Board Licensure
- Applied Behavioral Analysis preferred
- Experience working with Infants, Toddlers and Preschool children with an array of differing abilities. Preferred: Infant/Toddler Endorsement through The Infant Toddler Mental Health Coalition
- Knowledge of IDEA Part B and C
- Experience working with diverse family dynamics and cultures
- Supervisory experience
- Knowledge of child development theory and practices

- Ability to build interpersonal relations with staff, clients, the community and client families
 - Ability to implement and develop behavior plans
 - Skilled in methods of techniques in crisis intervention
 - Arizona's driver's license, proof of insurance, fingerprint card, and Social Security card, and provide a vehicle for program business.
-
- Health Questionnaire is required at hire and will be updated every 3 years.
 - Meet all agency, state and federally required immunizations or have an approved exemption on file.
 - Employee must be able to speak, read, write, and understand English.

Knowledge, Skills, and Abilities:

- Knowledge of Head Start Program Performance Standards, ~~Family Development Credential process, Family and Community Engagement Framework,~~ Behavioral Health, and Home Base services.
- Excellent oral and written communication skills required.
- Advanced computer and technology skills
- Data processing methods, information storage, Head Start Program Performance Standards, and information retrieval techniques required.
- Possess the ability to work in an office setting.
- Demonstrate the understanding of DES 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 35 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.

Acknowledgment:

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 and my questions



have been answered thoroughly.

NEW 10/2022

Employee Signature

Date