HEAD START PROGRAM ADVISOR (Mental Health)
1060-1112-OC

SALARY: RANGE: 55 $54,559 - $60,223 (DOQ)

EMPLOYMENT
There is currently one full time position available in Head Start at the Administrative Offices (5660 Copley Drive – San Diego, 92111)

FILING DEADLINE: POSITION POSTED UNTIL FILLED

Application and responses to Supplemental Questionnaire must be fully completed (per instructions), signed, dated when submitted. Submit copy of official school transcripts and license with your application to receive consideration. Applications and job announcements may be obtained at the above address; 841 South 41st Street, San Diego, CA 92113; or you may refer to www.neighborhoodhouse.org.

DUTIES:
Support and assist center and area staff to identify, develop and implement strategies to meet the cognitive, social, emotional and physical needs of Head Start Program children and their families; participates as a member of a Transdisciplinary Team of paraprofessionals and professionals engaged in identifying, assessing, planning and implementing classroom interventions for children; provides ongoing assistance, support and guidance to center and area staff in assigned area of expertise; provides crisis intervention services; assists parents and families in problem solving; serves as an advocate for parents and families with outside agencies; acts as a resource and provides and/or makes referrals for necessary services; informs and educates parents and families about emotional, physical health, social, educational and other special needs of children; develops community and family partnerships; implements care coordination procedures and follow-up activities; collaborates with other team members and program staff on the status and needs of children and their families; conducts classroom observations to assess staff training needs in the areas of assigned responsibility and expertise; models appropriate intervention strategies for classroom staff, parents, center directors and other Head Start Program staff; interprets provisions of the Head Start Performance Standards for staff, parents and the community; provides in-service and pre-service training; documents child and family progress and performs various other administrative duties; acts as community liaison and promotes community relations; serves as a subject matter expert in one or more areas, including education, health, social services, special needs/disabilities, mental health, training and career development for staff and Site Supervisors; may be assigned lead/supervisory responsibilities for a widely diverse team of technical, professional staff and student interns.

MINIMUM QUALIFICATIONS:
Education, Experience & Training: Licensed in the state of California as a Mental Health Professional. Master’s Degree or higher from an accredited college or university in Counseling, Social Work, Psychology or related field; and five (5) years of progressively responsible experience providing direct services to low income children (ages 0-5) and families of diverse cultural backgrounds in the mental health field.
MINIMUM QUALIFICATIONS:
Knowledge of: Modern theories, methods and practices of Early Childhood Education and Child Development & Infant-Family Early Childhood Mental Health; methods and practices of assigned areas of responsibility and expertise, including, early childhood education, social services, treatment strategies in the area of child behavior management and family crisis intervention, principles of mental health and psychology; federal, state and local laws and regulations applicable to the Head Start Program and the assigned areas of responsibility and expertise; Head Start Program Performance Standards; goals, objectives, policies and procedures of the NHA Head Start Program; modern theories, principals and practices of supervision, including training and staff development.

Ability to: Develop and implement mental health assessments and intervention plans which meet the needs of young children and their parents; provide trainings for parents and Head Start staff; ensure the proper maintenance of mental health records; ensure program compliance with mental health regulations and standards; organize, set priorities and exercise sound independent judgment; interpret, apply, explain and reach sound decisions in accordance with program regulations, policies and procedures; instruct and train individuals in a group setting and one-on-one; communicate effectively orally and in writing; prepare clear, concise and accurate reports, correspondence and other written materials; exercise tact, objectivity, sensitivity, strategy and judgment in dealing with volunteers, parents and staff.

LICENSES AND CERTIFICATION:
Must be licensed in the state of California as a Mental Health Professional (MFT, LCSW, LPCC, PSY). Must have a valid California Driver’s License. Certification in Pediatric First Aid and CPR must be met within 90 days of employment. Must meet and maintain State law and County licensing requirements regarding employment in a childcare center (fingerprints, TB, and physical). Must attach official transcript to be considered.

APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.

The provisions of this job announcement do not constitute an express or implied contract. Please note that offers of employment are only valid if they are made by the Human Resources Department.
SUPPLEMENTAL APPLICATION FOR (Page 1 of 2)

Head Start Program Advisor

IMPORTANT INFORMATION & INSTRUCTIONS

Every applicant is required to complete, sign and submit this supplemental questionnaire. Please attach a separate sheet with your responses. Please limit your response to no more than 2 pages, font no smaller than 11 point.

Please read each question carefully and provide clear and complete responses that accurately detail your education and relevant work experience. The information you provide on the general application and supplemental questionnaire will be used to evaluate your overall qualifications for the position and to determine your eligibility to further compete in the selection and testing process. Successful candidates may be invited to participate in other segments of the selection process.

* The employers and dates of employment that you list on this supplemental questionnaire MUST match employers and dates provided in the work experience section of this employment application. Failure to provide matching employer and dates of employment will result in your application being tagged as “not qualified” for this recruitment.

Both the application form and the supplemental questionnaire must be legible. Referral to a resume in lieu of a response on the application and/or supplemental questionnaire will not be acceptable. Vague, illegible or incomplete responses may disqualify your application, or reduce the credit given for your qualifications.

1. a) From the list of responsibilities listed below, please check off the activities that you have experience performing:

___ Develops community and family partnerships.
___ Implements case management procedures and follow-up activities.
___ Conducts classroom observations to assess staff training needs.
___ Reviews curriculum for appropriateness.
___ Coordinates and attends advisory committee meetings.
___ Interprets provisions of the Head Start Performance Standards for staff, parents and the community.
___ Provides in-service and pre-service training.
___ Participates in the development and dissemination of information and materials

b) For each of the areas that you checked above, provide a detailed description of your professional advisory duties. Address each area that you checked separately, using specific language which clearly shows the extent of your involvement.
2. Describe your experience in providing ongoing assistance, support and guidance to staff to identify, develop and implement strategies to meet the cognitive, social, emotional and physical needs of children and their families.

3. Describe in detail, your direct experience in identifying, assessing, planning and implementing classroom interventions for children identified as having specialized behavior, education, disability, health or social service needs.

4. Describe your experience providing counseling to parents, families and/or caregivers.

5. Supervisory Experience: Do you have supervisory experience over technical and/or professional staff? ___ Yes ___ No

If yes, provide a description of your supervisory duties. Also specify the number of employees you supervised and their job titles and responsibilities.

CERTIFICATION

I hereby certify that all statements made in this supplemental questionnaire are true and complete, and understand that any misstatements of material facts will subject me to disqualification and/or dismissal.

SIGNATURE______________________________________________DATE________________