Department: Early Childhood
Title: Early Childhood Mental Health Specialist
FLSA Status: Exempt
Reports to: ECMH Coordinator

Purpose of Job
The Early Childhood Mental Health Specialist provides expanded clinical and behavioral
supports for teachers and school staff in the Intensive Therapeutic Intervention Classroom
(ITIC). They work with parents to increase the number of children able to transition from a
self-contained classroom to a more conventional school environment through the provision of
appropriate school and community supports in order to meet the social and emotional needs
of children from pre-K to first grade.

Essential Functions
· Provide Early Childhood Mental Health Consultation/support services, etc. which includes
  attending meetings in schools, parents’ homes and at other possible locations throughout
  the state.
· Provide onsite clinical and behavioral support to public school staff to assist them in
  meeting the social and emotional needs of children and families, using research-based
  practices.
· Conduct on-site and/or in home child observation and assessment, consultation with school
  staff, consultation with families, and creates or works with behavioral support plans.
· Help facilitate referrals for evaluation, mental health services, and/or other community
  resources; which may include writing observation and consultation summaries; and
  coordinating with other service providers as appropriate.
· Participate in frequent team meetings with school staff, parent/caregivers and collaterals
  expected.
· Provide parent/caregiver Support which includes confidential individual home visits or consultation
  at community sites, and at monthly parent/caregiver support/education group(s).
· Assist parents in accessing other services as appropriate.
· Provide comprehensive reports to families and programs that will support the child in their
  social emotional development from a strengths based perspective.
· Provide on-site Crisis Intervention Support as needed.
· Collaborate with other community services/service providers to improve the accessibility
  and coordination of community services for young children and families.
· Conduct evaluation which includes timely completion and reporting on required tools.
· Timely completion of third party billing when required.
· Supply Information and/or provide referrals: keep current about services needed by families with
  young children and eligibility criteria; refer parents in person and by telephone to needed services.
· Participate and assist in data collection as required by funding sources and/or CES.
Other Duties and Responsibilities

- Represent Collaborative Educational Services Early Childhood Department to the public.
- Provide trainings for early educators.
- Advocate for accessible, high quality services for children and families.
- Attend and participate in local, regional, and statewide meetings as required.
- Perform other duties as assigned by the Early Childhood Department Director.

Minimum Qualifications

Masters level degree in a field of study related Early Childhood Mental Health

Required
- Experience working with young children and families
- Ability to have strengths based communications with collateral contacts, families and colleagues
- Able to work independently as well as in a collaborative manner
- Strong organizational skills and writing skills.
- Strong problem solving and communication skills
- Ability to multi-task and prioritize work effectively
- Strong computer skills
- Ability to maintain a positive attitude and professional demeanor
- Must be dependable

Preferred
- LICSW with experience working with young children
- Prior experience working in a public school or classroom setting with young children
- Knowledge of community resources available for parents and school staff
- Knowledge of adult learners and experience working with/providing workshops and support for adults

Physical Demands:
- Ability to stand; walk; sit, talk, hear.
- Ability to use hands and fingers; reach with hands and arms.
- May need to climb stairs depending on the locations which need to be accessed.
- May occasionally lift and/or move materials weighing up to 30 pounds.
- Requires mental stamina to endure job stress.

Working Conditions:
- Requires working a flexible schedule to include scheduled evening meetings and other professional development events
- **Base hours:** 35 hours weekly, including evening and weekend as needed Hours based on Northfield Elementary School Schedule
- Must be flexible and able to plan, coordinate, and schedule work in collaboration with parents and school staff
- Ability to work with diverse populations
- Reliable transportation is a must - work takes place at various locations throughout the state.

CES is an equal opportunity employer and is particularly interested in candidates from a diverse range of cultural, ethnic, and racial backgrounds. We are especially interested in candidates whose backgrounds are well-suited to understanding and addressing the needs of the diverse student population we serve.