



Foundation for Early Childhood Education, Inc.

A NON-PROFIT ORGANIZATION

HEAD START / STATE PRE-SCHOOL PROJECT / CHILD DEVELOPMENT CENTERS

Excellence in Early Childhood Education and Human Services

3360 Flair Drive, Suite 100 • El Monte, CA 91731 • Tel: (626) 572-5107 • Fax: (626) 572-7663



Employment Opportunity

Posted Date: May 2, 2017

Deadline Date: OPEN

Position Title: Mental Health (MH) Consultant
Reports To: Mental Health Coordinator
Department: Mental Health Services
Employment Status: NON-EXEMPT
Compensation Range: \$55.00 an hour for Licensed Consultants
Compensation TBD for students, interns & practicum students

Work Locations: FOUNDATION FOR EARLY CHILDHOOD EDUCATION MAIN OFFICE
and Early Childhood Centers (Located in Hollywood and East LA)

I. PROGRAM SUMMARY:

Foundation for Early Childhood Education, Inc. (Foundation) is a comprehensive early childhood education program with a focus on child development that includes a child's cognitive, physical and social emotional growth and development.

The program fosters Family Engagement in all areas of a child's development and provides comprehensive resources to low income families in the areas of health, nutrition and community resources.

II. SUMMARY OF DUTIES

Under the direction of the Disabilities/Mental Health Coordinator, the MH consultant will be responsible to perform the following work for the agency: review mental health referrals, conduct observation/assessment of individual children and classrooms; follow-up with parents and health care providers and plan for mental health services as necessary.

Responsibilities Include:

1. Provide Mental Health Services to assigned classrooms including:
 1. Classroom and individual child observations. Review available records to determine whether referred children's histories have information to be considered in determining a course of intervention.
 2. Meet with staff and parents to plan interventions. Elicit information obtained from staff observations and interactions with children and families. Participate in MDT as requested.
 3. As needed, meet with family members to determine their concerns, facilitate future planning, and make appropriate referrals to community agencies.

4. Facilitate Mental Health Referrals to external agencies in the community
5. When requested, work with individual child, family, or staff over an extended period of time.
6. Provide written reports of classroom observations, child observations, consultations, and referrals following requirements of agency and/or funding agency (LACOE).
7. When requested, provide in-service staff training workshops and parent training workshops.
8. Document all MH services and follow-up, including input of Mental Health Transactions into Child Plus (web based child data system) and keep maintain accurate records for child's file.

III. QUALIFICATIONS, EXPERIENCE & SKILLS

Education: Expertise in child and family mental health and possesses the appropriate California license.

Acceptable licenses/certificates include: psychologist, clinical social worker, marriage and family therapist, educational psychologist, school social worker, nurse practitioner and child psychiatrist.

Experience: At least two years of professional clinical experience involving psychological counseling, including work with pre-school or elementary children having psychomotor and social disorder. Must have experience working with young children.

Working with high risk children and families from low income is preferred.

Graduate Level Interns, trainees or practicum students with clinical supervisor welcome to apply

Skills:

- Bilingual - English/Spanish Required
- Strong computer skills, with experience working on a data base system, preferably Child Plus.
- Strong communication skills

IV. SPECIAL REQUIREMENTS

Prior to hire, the following must be assured:

Eligibility to Work: All potential employees will be asked to present supporting documents establishing proof of identity and employment eligibility upon completing the I-9 form.

Medical Examination: Must submit a medical examination demonstrating capability to perform type of work required; must submit a tuberculin skin test or chest x-ray.
* Proof of required immunizations; influenza, pertussis, and measles

Fingerprint Clearances: All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and the Child Abuse Index prior to starting work. *

Other Special Requirement: Must have the use of an automobile with adequate insurance coverage and a valid California driver's license, or have available transportation.

- ❖ Proof of Liability insurance
- ❖ Proof of appropriate license

❖ Proof of Degree if applicable

Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment.

V. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, color vision and ability to adjust focus.

VI. APPLICATION PROCEDURES

Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials. Interested individuals may obtain an employment application from Human Resources Department located at 3360 Flair Dr, Ste 100, El Monte, CA 91731 or may download the application at our website – www.foundationheadstart.org

Interested candidates must forward the following documentation to the address listed above by Mail or In Person – in c/o Human Resources Department:

1. Employment Application – with original signature
2. Resume
3. Copy of appropriate license and print out from governing body confirming license is in good standing
4. And any other pertinent documentation as deemed necessary

Graduate Level Interns will be required to submit the above listed items and additional items listed below:

1. Documentation of relevant professional development hours
2. Transcripts
3. Clinical Supervisor documentation