



Foundation for Early Childhood Education, Inc.

A NON-PROFIT ORGANIZATION

EARLY HEAD START/ HEAD START & STATE PRE-SCHOOL PROGRAM

Excellence in Early Childhood Education and Human Services

3450 East Sierra Madre * Pasadena, CA 91107 * Tel: (626) 572-5107



JOB POSTING

Employment Opportunity

Posted Date: July 9, 2021
Deadline Date: July 30, 2021

Position Title: **Mental Health Specialist**
Reports To: **Disabilities and Mental Health Coordinator**
Department: **Mental Health**
Employment Status: **Non-Exempt, Non-Union, and Part-Year Position**
Compensation Range: **\$24.39-\$34.46 Hourly Rate PLUS Benefits (Step 1-15)**

Note: Part-Year Position 10-11 Months Varies per Funding

Employee Benefits: Aflac, Dental, Life, Medical, Vision, and 401k Retirement Plan
401k Retirement Plan (8.5% Employer Contribution) & additional voluntary contribution by the employee

- 13 Paid Holidays
- 21 Paid Vacation: Accrue at the rate of 10.25 hours per month worked, (1 year of employment = 168 hours)
- Paid Sick leave and three days of Personal Necessity: Accrue at the rate of 9.5 hours per month (1 year of employment = 114)

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION
Main Office and Multiple Site Locations in Los Angeles County
(Visit Website for Site Locations)

I. SUMMARY OF DUTIES

The Mental Health Specialist will perform a full-range of mental health related service activities, including understanding student and family needs and the development and implementation of mental health plans to meet the needs of children and families. The incumbent must analyze and identify the student's need for service and assists in setting priorities, exploring alternatives, and work with the student to resolve problems related to access to mental health services.

II. PROGRAM SUMMARY

Foundation for Early Childhood Education, Inc. (Foundation) is a Head Start/Early Head Start Delegate Agency and State Preschool Grantee. As a nonprofit organization, we have supported young children and their families for over 50 years with Early Childhood and family services. Foundation for ECE, Inc. currently operates nineteen preschool sites in Los Angeles County located in: Boyle Heights, Echo Park, and Hollywood. Foundation for ECE, Inc. also collaborates with HACLA and LA City.

The program fosters Family Engagement in all of the areas of a child's development and provides comprehensive resources to low-income families in the areas of health, nutrition, and community resources. Foundation is a comprehensive early childhood education program with a focus on child development that includes a child's cognitive, physical, social emotional growth, and development.

Job Duties

- Assist and support teaching staff to gain a better understanding of atypical development and behaviors that may be the result of trauma or family situation.
- Assures effective delivery of services in designing an MDT Plan with MTSS Team and parents based on the child’s development level.
- Assist all children participating in the program in emotional, cognitive, and social development toward the overall goal of social competence in coordination with the education and mental health/disabilities departments and other related service area activities.
- Assists staff in recognizing possible support needed for social-emotional development in children and their family members and in making appropriate referrals.
 - Supports teaching staff to utilize training in appropriate classroom management and positive behavior guidance
 - Support to teaching staff to complete ABCs of behavior of children
- Advises and assists other staff in providing services for children with atypical behavior or development, including language-speech and behavior to make practical recommendations to teaching and other staff for working with children with IEPs, IFSPs
 - Goal of support to teaching staff is to build capacity of teaching staff to appropriately manage classroom and guide behavior.
- Completes on-going monitoring, tracking, follow-up and analysis of child services and outcomes within specified timelines.
- Coordinates training opportunities for Head Start staff in the area of Mental Health including screening and assessment techniques, classroom interventions, etc.
- Provide training and support to teaching staff and family services staff to better understand how to support children to be successful learners in our Early Head Start/ Head Start/ and State Preschool classrooms.
- Uses completed developmental screening and assessment (such as ASQ 3 and ASQ SE) instruments to guide support to classroom teaching staff.

III. QUALIFICATIONS, EXPERIENCE & SKILLS

Education: Bachelor’s Degree or advanced degree in behavior sciences, social sciences or a related field from an institution of higher learning accredited by a regional accreditation association recognized by the Council for Higher Education.

Experience

- Minimum five years’ experience in an early childhood setting with children 18 months to 5 years.
- Minimum two years’ experience specializing in mental health, disabilities, or other similar experiences that support children impacted by ACEs (Adverse Child Experiences)
- Preferred Experience in ABA or early childhood special education setting

Licenses/Permits/Certifications:

- Automobile, Insurance and valid Driver’s License

Knowledge and Skills:

- Ability to verbally communicate in an effective manner with children, colleagues, and families
- Ability to understand and implement referral process effectively and in a timely manner
- Bilingual in English and Spanish preferred
- Proficiency with computer applications such as Microsoft Office, Windows, and Internet

Licenses/Permits/Certifications:

- Automobile, Insurance and Valid Driver’s License

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 Immunizations: Influenza, Pertussis TDAP (Whooping Cough), and Measles (MMR)

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 Child Abuse Index (CACI), 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.

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 a Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials. Interested individuals may download an employment application online at [Employment Opportunities – Foundation for Early Childhood Education, Inc. \(foundationheadstart.org\)](http://www.foundationheadstart.org)

Interested candidates must forward the following documentations and application packet via email at applications@foundationheadstart.org or via mail at 3450 East Sierra Madre Pasadena, California 91107 (Attention HR)

1. Employment Application – with original signature
2. Cover letter
3. Resume
4. Copy(ies) of Degrees
5. Copy(ies) of Transcripts
6. Letters of Recommendation
7. And any other pertinent documentation as deemed necessary

Please Note: Application and all required documents can be mailed, or submitted to applications@foundationheadstart.org by the due date listed in this job posting