

Foundation for Early Childhood Education

CHILD DEVELOPMENT CENTERS

Excellence in Early Childhood Education and Human Services



Request for Proposal: Mental Health Consultant

Posted Date: 08/19/25

Deadline: 09/02/25

Title: Mental Health (MH) Consultant

Reports To: Disabilities and Mental Health Coordinator

Employment Status: Consultant

Work Location: Foundation for Early Childhood Education- Main Office and Sites

- ***You will be assigned to report to our designated sites HS/EHS/SPS sites.***

Compensation: \$55.00-\$75.00 (Hourly Rate) *Rate can be dependent on qualifications of Education and Experience*

Summary of Duties

Under the direction of the Disabilities and Mental Health Coordinator, the MH Consultant will be responsible for the following assignments:

- As needed, meet with family members and staff to determine their concerns, facilitate future planning, and make appropriate referrals to community agencies.
- Conduct observations and assessments of classrooms and individual children.
 - Ensures available records to determine whether referred children have histories and determine an appointment course of intervention.
- Document all MH services and complete follow-ups by inputting Mental Health Transactions into ChildPlus (web-based child data system) and maintain accurate records within the child's file.
 - Review of mental health referrals
- Facilitate Mental Health Referrals to external agencies in the community.
- Follow-up with families and health care providers to appropriately plan for mental health services, as necessary.
 - Ensure to identify strategies that families can incorporate into daily routines.
- Meet with staff and families to plan interventions. Elicit information obtained from staff observations and interactions with children and families.
- When requested, work with individual child, family, or staff over an extended period.
- Participates in MDT as requested.
- Provide constructive strategies to teaching and management staff on methods to increase social-emotional development and self-help skills in the classroom.
- Provide written reports of classroom observations, child observations, consultations, and referrals following requirements of Agency and funding source (LACOE).
- Provide in-service training(s) and workshops for staff and families.

QUALIFICATIONS, EXPERIENCE, & SKILLS

• **Education:** Bachelor's Degree in a behavioral or social science or a related field (psychology, sociology, social work, human development, child development, education, etc.) from an institution of higher learning accredited by a regional accreditation association recognized by the Council for Higher Education Accreditation.

Accepted licenses and/or certifications include the following: *licensed psychologist, licensed clinical social worker, licensed marriage and family therapist, licensed educational psychologist, licensed professional counselor, credentialed school counselor, credentialed school psychologist, credentialed school social worker, psychiatric nurse practitioner, and licensed psychiatrist.*

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- **Experience:** At least three years of professional clinical experience working with a prenatal-to-five population in the following capacity: psychological counseling, working with pre-school or elementary age children having psychomotor and social disorder. Hence, experience working with high-risk children and families from low-income communities is preferred.

Knowledge and Skills

- Bilingual: English and Spanish
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with a variety of individuals and groups.
- Strong computer skills, including Microsoft Programs, software database systems such as ChildPlus, and using Virtual Platforms such as Microsoft Teams and Zoom to set up and conduct meetings to actively participate and support program staff and families.

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 the type of work required and must submit a tuberculosis exam. Proof of the following immunizations: Influenza (wavier form is available upon request), Measles (MMR), and Pertussis TDAP (Whooping Cough).

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

Other Special Requirements:

- Must have the use of an automobile with adequate insurance coverage and a valid California's Driver's License or have reliable transportation.
- Proof of Liability Insurance
- Proof of MH License
- Proof of Degree as specified above

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

APPLICATION PROCEDURES

Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials.

Please Note: Applications and all required documents must be submitted through the Paylocity feature.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job functions of this job. Reasonable accommodation(s) 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 reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk and must be able to lift and/or move up to twenty-five pounds.

Ability to meet physical requirements of the position per attached Physical Demand Analysis, with or without reasonable accommodation.

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 currently operates nineteen sites in Los Angeles City located in: Boyle Heights, Echo Park, Hollywood, and Lincoln Heights. The program fosters Family Engagement in all 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.