

## Open Position

<b>Program:</b>	<b>Head Start Child Development Program, Ukiah</b>
<b>Position:</b>	<b>Mental Health Counselor I-II</b>
<b>Rate of Pay:</b>	<b>\$26.49 - \$30.60 per hour (Depending on Qualifications)</b>
<b>Hours:</b>	<b>40 hours per week, 12 months/year</b>
<b>Benefits:</b>	<p>Paid holidays, vacation and sick leave. Medical, Dental, Vision &amp; life insurance coverages available within 60 days of hire (<b>Must work 30 hrs/wk or more</b>).</p> <p>Employee Assistance Program (all members of household are covered) available within 60 days of hire. Discounted membership in Reach is available with payroll deduction. Eligible to participate in 401(k) retirement plan immediately, and for employer contribution &amp; matching program upon qualifying.</p>
<b>To Apply:</b>	<p>Please complete and return an NCO employment application by the closing date. Applications are available on the NCO website at <a href="http://www.ncoinc.org/about-us/jobs/">www.ncoinc.org/about-us/jobs/</a>, by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p><b>For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.</b></p>
<b>Application Closing Date:</b>	<b>Open Until Filled</b>
<b>Submitting an Application:</b>	<p>Applications accepted only at the NCO main office. Postmarks are not accepted.</p> <p>By mail or hand delivery:  NCO, Inc.  Attn: Human Resources  413 N. State St., Ukiah, CA 95482</p> <p>By FAX: 707.467.3213  By Email: <a href="mailto:HumanResources@ncoinc.org">HumanResources@ncoinc.org</a></p>
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.	

*See our Website for full job description details & to print application  
[WWW.NCOINC.ORG/ABOUT-US/JOBS/](http://WWW.NCOINC.ORG/ABOUT-US/JOBS/)  
Equal Opportunity Employer*

*We invest in people through community action.*

**North Coast Opportunities, Inc.**  
**413 North State Street Ukiah, CA 95482**  
**JOB DESCRIPTION**

<b>POSITION:</b>	<b>MENTAL HEALTH COUNSELOR I – II</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>HEAD START CHILD DEVELOPMENT PROGRAM</b>
<b>REPORTS TO:</b>	<b>EDM MANAGER</b>
<b>SUPERVISORY RESPONSIBILITY:</b>	<b>NO</b>
<b>FLSA/IWC STATUS:</b>	<b>NON-EXEMPT</b>
<b>WC CODE:</b>	<b>9059</b>

**I. POSITION OVERVIEW**

Under general direction and supervision, this position has overall responsibility for planning, implementing and monitoring comprehensive trauma informed approaches to mental health services provided by the Head Start Child Development Program (HSCDP) that promote the mental health, and social and emotional well-being of the children served. The primary duties of this position require a high level of collaboration, and excellent communication and organizational skills. Primary areas of responsibility include performing assessments, establishing mental health care plans, and providing guidance to families and staff. This position requires knowledge of current Head Start Performance Standards, and a high level of professionalism and emotional intelligence. Serves as a member of the Senior Management and Coordinating Teams.

**II. JOB DUTIES AND RESPONSIBILITIES**

1. In coordination with site staff, schedules and performs child observations to assess mental health needs.
2. Drafts written assessments including as needed a mental health care plan for each identified child using information gathered from various sources.
3. Meets with families and staff to discuss assessments and care plans; provides guidance on how care plans will be implemented; establishes and maintains regular schedule for follow-up as appropriate.
4. Maintains child files with current documentation regarding care plans, referrals, meetings with, and guidance provided to families.
5. Monitors on-going progress with care plans; provides guidance to families on how to use mental health findings to address identified needs.
6. In coordination with designated HSCDP staff, makes a visit to each enrolled postpartum mother within 14 days of return home to assess the health and well-being of mother and baby.
7. Using program information, prepares monthly and year-end mental health outcomes reports.
8. Provides mental health education to program parents.
9. Provides strength-based case conferencing and consultation opportunities for staff regarding children's mental health and behavior issues as needed.
10. Assists teachers and other staff by performing observations and modeling, and by providing guidance and feedback to support the achievement of established early childhood education best practices.
11. Plans and provides mental health education trainings on determined topics as requested.
12. Responsible for developing and implementing a program-wide trauma informed care training and education plan.
13. Facilitates group mental health roundtables with site teams.
14. Participates in team meetings, case management meetings, child study teams, or IFSP/IEP, as needed.
15. Communicates with mental health professionals as needed to seek input or clarifications.
16. Attends community events and meetings to represent and advocate for the agency; develops collaborative relationships with community service providers.
17. Responsible for generating, collecting, and documenting In-Kind.
18. Attends scheduled meetings, trainings, and conferences, as necessary.
19. Aligns work behaviors in conformance with NCO's Mission, Vision and Values.
20. For bilingual employees, performs all job duties utilizing dual language ability as necessary to provide optimum support and services for clients and HSCDP staff.
21. Participates with management team in the development of the agency yearly calendar.
22. Work Habits:
  - Arrives to work on time and obtains approval for planned absences or any changes in work schedule.

- Maintains a high level of confidentiality in all aspects of work and in alignment with all Agency and program policies and procedures.
  - Stays focused on the job.
  - Takes pride in creating an efficient, collaborative work environment.
  - Treats co-workers and clients with respect.
  - Represents NCO and its programs to the community in a positive light.
  - Adapts effectively to change.
  - Dresses appropriately for the assigned job duties and responsibilities.
23. Performs other duties as assigned or required.

### III. JOB QUALIFICATIONS

#### Education, Training and Experience:

- A Master's degree in Counseling or another related field is required.
- Must be registered as an ASW, an AMFT, or an APCC (Level I) or have a current license as a LMFT, LCSW or LPCC (Level II). Registrations and licensures must be through the CA BBS.
- A minimum of one year of recent experience providing mental health services that includes formulating assessments and support plans and performing clinical documentation (required.)
- Must have a minimum of 15 hours of Child Health and Safety training and maintain a current Infant and Child CPR First Aid certification or complete these requirements within 3 months of hire.
- Additional experience or training in the following areas is preferred:
  - Trauma informed care.
  - Infant and early childhood mental health.
  - Evidence-based practices that promote early childhood mental health.
  - Providing services to low-income families.

#### Knowledge of:

- Principles and practices of effective interpersonal communications.
- Child mental health service system.
- Differences in mental health services and concepts across cultures.
- Computer operations as relates to the duties of the position including use of the internet and cloud-based applications; Microsoft Office 365 experience is preferred.
- Head Start Performance Standards (preferred.)

#### Ability to:

- Communicate clearly and appropriately verbally and in writing in English is required; bilingual ability is preferred.
- Understand and carry out oral and written instructions.
- Interact with others in a culturally and emotionally sensitive manner.
- Maintain cooperative, professional working relationships.
- Prepare and give presentations in various settings using audience-appropriate methods and technologies.
- Use established systems to compile and analyze data.
- Perform data entry for short periods of time.
- Organize duties and tasks to meet established deadlines.
- Be effective working independently and as a collaborative team member.
- Work a flexible schedule to accommodate attending scheduled works events and professional development opportunities.

#### Necessary Special Skills & Requirements:

- Must be at least 18 years of age.
- For work-related driving, must have a valid California driver's license, a verifiable good driving record, and access to a vehicle with insurance that covers the employee as a driver OR reliable transportation with proof of automobile insurance.
- Employment is contingent on completion of a pre-employment health screening, and meeting TB test and regulatory immunization requirements related to work in a licensed child care facility.

- Employment is contingent on receipt by program of a Criminal Record Clearance confirming eligibility to work in a licensed child care facility.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS**

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, communicate clearly.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is frequently required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee may frequently lift and/or move up to 25 pounds unassisted and may occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver's License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is an occasional aspect of this job.
8. The employee will regularly use computers and computer printers, telephones and other similar electronic office equipment.
9. The employee may occasionally use kitchen equipment and implements that can be heavy, hot or sharp; as well cleaning and sanitizing products.
10. The environment can be noisy and includes the comings and goings of small children and their families.

*Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*