



JOB DESCRIPTION

Position Title: Mental Health Specialist Supervisor

Pay Grade: 17

FLSA Classification: Exempt

Reports to: Program and Partnership Manager

POSITION SUMMARY

Responsible for statewide systems, processes, and continuous quality improvement in the early childhood mental health area to ensure compliance and accomplishment of Agency goals. Leads the Mental Health Consultation model, integration of services with Education service area, and manages projects that have an impact on statewide application for staff, children, and families. Supervises Regional Mental Health Consultants. This position builds expertise and technical capacity of the Agency and center staff by providing technical assistance, training, and mentoring. Provides support to counties across the state in ensuring the quality and compliance of Agency programs.

ESSENTIAL FUNCTIONS

(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Regular and consistent attendance is an essential function of this position.

1. Technical Assistance: Subject Matter Content Development and Consultation.

- a. Facilitates the development and dissemination of evidence-based, strength-based, culturally informed and developmentally appropriate approaches in the field of early childhood mental health to agency staff.
- b. In collaboration with Education Specialists, leads the implementation of the Pyramid model to fidelity.
- c. Researches and incorporates national, state and local program priorities and program improvement initiatives into program services and activities as directed.
- d. Conducts research to develop and improve statewide systems to assist Agency in complying with mandated performance outcomes.
- e. Promotes continuous quality improvement and quality assurance efforts for Agency at State and local level.
- f. Develops and disseminates resources and best practices for the process of implementing quality improvement efforts.

2. Training: Development and Implementation

- a. Develops and delivers group, regional, on-site trainings, and conference trainings in areas of Early Childhood Education and Head Start/Early Head Start education standards and best practices.
- b. Guides team in the development of training materials, curricula and learning assessment tools that are linguistically and culturally responsive.

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- d. Supports county in-service and pre-service activities.

3. Assessments & Evaluations

- a. Applies a broad range of expertise and knowledge of research practices and principles to advise design and delivery of agency educational assessment systems with goal of promoting teaching that produces the best possible outcomes for young children.
- b. Oversees the technical and qualitative implementation of agency Behavior Incidents Reports and works collaboratively with Education Content Specialists with data from the Pyramid Model.
- c. Synthesizes and analyzes assessment data from a variety of sources and articulating programmatic trends and patterns in data gathered over time to inform decision making on improving child outcomes and school readiness in collaboration with Early Childhood Content Specialist Supervisor.
- d. Provides resources and support to develop staff abilities to use data to apply techniques of data analysis to real-life practices and local continuous quality improvement efforts.
- e. Delivers assessment scores and observation information to appropriate staff, support competencies with local Education management team.

4. Coaching and Mentoring

- a. Facilitates peer-to-peer learning and networking across OCDC via site visits, webinars, conference calls, listservs, regional forums, and blogs.
- b. Provides content guidance and support to staff developing their knowledge and skills in Mental Health.
- c. Assists follow-up in skill development and mentoring in collaboration with management staff by performing on-the-job technical assistance and mentoring of specific skills.

5. Content Area Project Manager

- a. Responsible for statewide systems, processes, and continuous quality improvement in assigned service area to ensure compliance and accomplishment of Agency goals.
- b. Ensures that team members support the aims and purposes of integration across service areas.
- c. Leads and coordinates multiple ongoing projects that have statewide application utilizing project management tools and content area expertise.
- d. Communicates regularly with Director(s) regarding area projects, work plans and priorities.
- e. Communicates and aligns actions with team members to accomplish strategic goals, objectives and priorities.
- f. Assists in drafting scopes of work for contractors.
- g. Assists in preparation of Agency grant documents, including Training and Technical Assistance plan, Goals and Objectives, School Readiness plan and updates to these plans.

6. Supervision

- a. Recruits, selects, and orientates new staff.
- b. Conducts timely and meaningful performance evaluations and professional development plans as required and as necessary.
- c. Provides on-going individual feedback toward the goal of effective performance through modeling, coaching, recognition/praise, and corrective action as appropriate and in a timely manner.
- d. Provides guidance and support to staff developing skills and progress in their position.

- e. Provides and supports professional development and training opportunities for staff.

7. Quality Assurance: Evaluation and Assessment

- a. Evaluates statewide and local processes to assess for quality and its impact on outcomes.
- b. Assists county staff in determining content area training needs to assure quality and compliance for target population.
- c. Participates in site visits, classrooms observations, and work groups to assess program needs and planning strategies to resolve identified areas for system/process improvement and/or development.
- d. Assesses the implementation of the OCDC work plan to ensure that program/content goals and objectives are met.
- e. Collaborates with counties to conduct quality assurance activities such as file reviews to ensure required documentation.

8. Relationship Building

- f. Develops and maintains effective and supportive relationships with research institutions, universities, national and state-level early childhood organizations to maintain connections to best-practices and evidence-based trends and approaches.
- g. Creates working relationships that are professional, productive, and communication focused.

9. Teamwork: Communication and Partnership

- a. Communicates effectively to build trust.
- b. Maintains a professional, mutually respectful and productive working relationship with all Agency personnel.
- c. Works with other program specialists to establish and update plans of action at Agency level.
- d. Supports Agency's ability to manage and implement programs independently within guidelines of performance standards and other requirements.
- e. Engages in positive and collaborative working relationships with certifiers, consultants and state programs.
- f. Works cooperatively with other agencies to meet the needs of families and children served.
- g. Develops, prepares, coordinates, and maintains relevant statewide meetings.
- h. Works with counties on recruitment and identification to ensure compliance with enrollment requirements.
- i. Collaborates with counties to ensure integration of special services throughout Agency.

10. Administration

- a. Writes and maintains reports, issue briefs, and documentation.
- b. Maintains records of site visits and correspondence between center staff, directors, and outside consultants.
- c. Reviews and assists in establishing and maintaining contracts, interagency agreements, and memoranda of understanding in complying with current policies, public laws, and Head Start.
- d. Monitors and approves allocation of the OCDC disabilities fund.

11. Professional Development and Knowledge

- a. Maintains professional and technical knowledge in early childhood mental health, inclusion and disabilities services area.
- b. Attends educational workshops, trainings and seminars, establishing personal networks to maintain expertise in field.
- c. Conducts best practice research for grant writing as directed.

12. Professional and Ethical Conduct

- a. Supports Our Mission, What We Do, and Our Vision & Values in daily activities.
- b. Demonstrates and applies continually the principles and values of OCDC's Code of Ethics, Code of Behavior, and Code of Conduct.
- c. Maintains confidence and protects agency operations by keeping information confidential in compliance with OCDC policy and procedures.
- d. Applies safety practices in all facets of the performance of duties in compliance with safety standards and immediately reports any unsafe or hazardous working conditions and/or any injury.
- e. Abides by the Head Start Standards of Conduct.

13. Other

- a. Performs other work related or assigned duties.

Minimum Education and Experience Requirements

- Master's degree in social work, psychology, early intervention, early childhood mental health, disabilities, special education or related field and a minimum of 5 years work experience in the delivery of early childhood mental health services of which 3 years must be in a supervisory role.

AND

- Must possess:
 - a professional counselor license (LPC), or
 - a clinical social worker license (LCSW), or
 - a behavior analyst license (BAL), or
 - a qualified mental health professional (QMHP) certification, or
 - a related mental health certification.

Other Job Requirements:

1. Must be registered with Oregon's Central Background Registry.
2. Ability to pass an Agency sponsored physical examination and communicable diseases assessment.
3. This position is an authorized driver, must possess a current driver's license, a good driving record, and auto insurance coverage as defined by OCDC Policy.
4. Knowledge of continuous quality improvement and adult learning principles.
5. Demonstrated ability to work within complex systems and meet programmatic performance standards.
6. Working knowledge of computers and applicable software.
7. Demonstrate knowledge and strong commitment to the laws that protect children in the State of Oregon.

Other Skill Requirements:

1. Bilingual Spanish/English preferred. **Bilingual fluency may be required for some positions.**
2. Excellent communication and teamwork skills.
3. Excellent project management and organizational skills.
4. Strong training and development skills.
5. Ability to build positive, collaborative, and effective working relationships with adults and children.
6. Must enjoy working with and be sensitive to the needs of low income and minority families.
7. Must perform duties from established directions and instructions, and within general Agency policy constraints.

Physical Requirements of the Job:

Please see Human Resources for Physical Job Analysis.

Job Conditions:

This position requires the incumbent to work in an environment where there may be frequent interruptions, periods of working alone, evening work, and working additional hours during peak periods and extensive travel.

Travel

Frequent travel is required throughout the state.

NOTE: This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee; rather, it is intended only to describe the general nature of the job. At all times, employees will be required to follow any instruction and perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher level duties.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee

Signature _____

Date _____