

JOB ANNOUNCEMENT BULLETIN



NEIGHBORHOOD HOUSE ASSOCIATION
5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

HEAD START COORDINATOR - MENTAL HEALTH **(LICENSED OR CERTIFIED PROFESSIONAL)** **9509-0509-OC**

SALARY: Range: 57 \$56,971 - \$62,885 (DOQ)

EMPLOYMENT OPPORTUNITY: One full-time position is available with NHA CACU located at the Copley Administrative Office (5660 Copley Drive, San Diego).

FILING DEADLINE:

Applications are being accepted until Wednesday, May 27, 2009 at 4:30pm. Applications and job announcements may be obtained at 5660 Copley Drive, San Diego, 92111; or at 841 South 41st Street, San Diego, 92113; or you may refer to our website: www.neighborhoodhouse.org.

DUTIES:

Assesses needs and develops goals for mental health in the Head Start program; develops training on mental health challenges of young children, preventive therapeutic methods, and availability of community services; assists with the identification of disabled children; serves as a liaison with county mental health resources; conducts workshops and discussion groups on child mental health for program staff and parents; ensures the implementation of regulations regarding mental health screenings; provides assistance with follow-up for identified mental health issues; ensures proper maintenance of progress notes and file documentation of mental health contacts; coordinates with community providers to ensure accessibility of services for the families enrolled; monitors grantee operated programs and delegate agencies for compliance with mental health standards; provides psycho-social assessments; prepares reports; works with parent groups.

MINIMUM QUALIFICATIONS:

Education, Experience & Training: At least five (5) years of work experience in a mental health related field, in providing and/or coordinating mental health services, preferably dealing with the mental health issues of young children and their families; possession of a Master's Degree in Counseling or related mental health fields; completion of at least thirty (30) semester units of advanced educational training in psychology, sociology, or related fields is preferred. **Licensed or certified as a Mental Health Professional is required.**

Knowledge of: Head Start and NHA programs and functions; principles of mental health and psychology; common behavioral issues of children; psycho-social assessment methods; challenges and needs of low-income families; staff development and training.

Ability to: Develop and implement mental health assessments and written plans which meet the needs of young children and their parents; provide training programs and workshops for parents and Head Start staff; promote parent involvement with Head Start mental health assessment and written plans; work effectively with low-income families and parent groups; speak and write effectively; ensure the proper maintenance of mental health records; ensure program compliance with mental health regulations and standards; maintain records and prepare reports; deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions; establish and maintain cooperative working relationships.

LICENSES & CERTIFICATES:

Must possess, (or have the ability to obtain), a valid Class C Driver's License with a good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents. **Must have appropriate State, Tribal, or local license (s) or certifications.** Must meet and maintain State law and County licensing requirements regarding employment in a childcare center (Fingerprints, TB, and physical).

PHYSICAL & MENTAL DEMANDS:

While performing the duties of this class, an employee is regularly required to use hands to finger, handle, feel or operate a computer, objects, tools or controls and reach with hands and arms, taste or smell. The employee is occasionally required to climb, stoop, kneel, or crouch. The employee is frequently required to talk or hear. The employee may be required to lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus to view documents. Employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and establish and maintain effective working relationships with Agency staff and others encountered in the course of work.

APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.

The provisions of this job announcement do not constitute an express or implied contract.

SUBMISSION OF APPLICATIONS

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 4:30 p.m. on that date, unless otherwise stated on this job announcement.

POSITIONS REQUIRING DEGREE/ CREDENTIAL

Where required, an official transcript from an accredited college/university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.

BENEFITS

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

HOURS

Unless otherwise stated in this job announcement, the normal workweek is eight (8) hours per workday for five (5) workdays (i.e., 40-hours per workweek), although the actual hours of work in the workday may vary between 6 a.m. – 11 p.m. Occasional weekend work may be required.

INTRODUCTORY PERIOD

All non-professional positions have an initial introductory period of six (6) months, and all Union professional positions have an initial introductory period of nine (9) months.

CITIZENSHIP/IMMIGRATION STATUS

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.