



Tri-County Community *Action* Partnership Position Description

Position Title: Disabilities/Mental Health Manager	
Department: Head Start	Status: Non-Exempt
Pay Grade: 10 / Non-Union	Location: Crow Wing, Morrison and Todd Counties
Position Reports to: Head Start Director	

Mission Statement

"TCC engages the entire community to listen to and partner with low-income individuals and families to expand their opportunities to move out of economic poverty and towards prosperity."

Summary:

The Disability/Mental Health Manager is responsible for planning and administering the disabilities and mental health program services for children and families. The services must be individualized for children and families with disabilities. This position will establish and maintain effective collaborative relationships with staff and partners. Participate in committees, conferences, and meetings as requested. Provide training for staff and oversight of special needs services.

Primary Duties - *All TCCAP staff are required to actively recruit families for agency programs.*

Coordinate and/or provide professional development for Head Start teaching staff on how to align or work with IEP/IFSPs and working with specific diagnoses.

- Develop and maintain a system that ensures all component areas are integrated within the program option.
- Work with LEAs on formal agreements regarding the provision of services.
- Coordinate with community partners and the Health/Nutrition Manager health and developmental screenings within the service area.
- Coordinate, monitor and ensure completion of children's educational and social-emotional referrals, and follow-up as it relates to IEP/IFSPs, disabilities and mental health services.
- Ensure effective transition planning for children with disabilities and their families.
- Ensure coordination of communication to enhance services to children and families.
- Conduct or oversee, at a minimum, quarterly visits with each classroom and as needed.
- Conduct or oversee two observation visits per classroom (fall and spring).
- Provide on-going professional development through education, role modeling, mentoring and training.
- Provide/conduct/coordinate training for staff in the areas of behavior management, special needs, and mental health.
- Assist in planning and preparing special events and/or activities as requested.

Track, monitor, and oversee disabilities and mental health services.

- Ensure on-going monitoring, tracking, follow-up and analysis of disabilities and mental health services.
- Maintain record keeping and reporting systems, including service area plans, schedules, and timelines.
- Develop and maintain policies and procedures for disabilities and mental health services in accordance with the Head Start Performance Standards and applicable laws and regulations.
- Plan, develop and administer the disability and mental health program in the three-county service area, ensuring an integrated and comprehensive system of services for children and their families.
- Oversee work tasks and activities within the Disabilities/Mental Health Services department to ensure the full delivery of integrated service.
- Collaborate with state and community partners for recruitment to enhance TCCAP disabilities services.

Supervise staff as assigned, including the priorities and performance of the staff, by recruiting, training, supervising and evaluating personnel.

- Define disability/mental health priorities and responsibility for related program goals.
- Provide training and education for staff, including workshops and manuals.
- Monitor and maintain high levels of service to and work closely with staff.
- Oversee employee scheduling levels for optimal service.
- Review and approve timecards and PTO requests.
- Other duties as assigned.

Qualifications

- Bachelor's Degree related to Early Childhood Disabilities.
- Two or more years of professional level experience working with children and families in disabilities and mental health preferably in a Head Start/Early Head Start environment.
- Must demonstrate the ability to work with minimal supervision and be able to provide work directions to staff in the areas of physical health, oral health, and mental health.

Physical Requirements

- This position includes medium physical work, lifting to 50 pounds with frequent lifting/carrying of objects weighing up to 25 pounds.
- Hear, speak, and effectively verbally communicate in the English language, including following oral and written instructions, to communicate with people inside and outside the organization.
- Sit at a desk for extended periods of time and perform long hours of work sitting at a computer.
- Apply manual dexterity, visual acuity and abilities needed for computer keyboarding, office equipment usage, reviewing detailed reports, information analysis, etc.
- The ability to work occasional nights and weekends to support families, staff and community events.

This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks. Management reserves the right to revise and update job descriptions at any time.

I have read and understand this description of my position.

Employee Signature

Date