



Tri-County Community *Action Partnership*

Position Description

Position Title: Disability/Mental Health Coordinator	
Department: Head Start	Status: Non-Exempt
Pay Grade: Grade 9 Non-Union	Location: Little Falls
Position Reports to: Disability/Mental Health Manager	

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 Coordinator works closely with the Disability/Mental Health Manager to ensure that children’s needs are being met within the program. This position is responsible for supporting classroom staff with disability/mental health concerns.

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

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

- Assist the Health/Nutrition Manager to screen for health and developmental concerns within the service area.
- Assist with the monitoring of children’s educational and social-emotional referrals, and follow-up as it relates to IEP/IFSPs, disabilities and mental health services.
- Participate in transition planning for children with disabilities and their families as needed.
- Ensure coordination of communication to enhance services to children and families.
- Conduct visits with classroom and as needed for the purpose of monitoring and/or assessments.
- Assist in providing on-going professional development through education, role modeling, mentoring and training.
- Assist with providing/conducting/coordinating 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 plan, schedules, and timelines.
- Assist with the development of policies and procedures for disabilities and mental health services in accordance with the Head Start Performance Standards and applicable laws and regulations.
- Assist with the administration of 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.
- 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.
- At least three years of demonstrated experience in supervisory role.
- Must demonstrate the ability to work with minimal supervision and be able to provide work direction 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.
- 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