# Special Needs/ Mental Health Coordinator
## Position Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Special Needs/ Mental Health Coordinator</th>
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<tbody>
<tr>
<td>FLSA Status:</td>
<td>Non Exempt</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>7</td>
</tr>
<tr>
<td>Pay Range:</td>
<td>Min. $16.71, Max. $25.07</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Director of Family and Community Engagement</td>
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<tr>
<td>Latest Revision:</td>
<td>June 15, 2016</td>
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</tbody>
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### Primary Purpose:
Oversee & deliver services for children with mental health & disability concerns and their families in conjunction with community providers.

### Specific Duties & Responsibilities:
1. Participate in the recruitment process to ensure an adequate number of children with special needs are enrolled in early childhood services according to performance standards.
2. Oversee the process of identifying children with potential (previously undiagnosed) disabilities through the developmental screening process. Review & tabulate all developmental and behavior screenings. Coordinate follow-up screenings as indicated.
3. Form diagnostic teams to assist in identifying disabilities and mental health concerns (including all evaluations), & lead the team in developing appropriate services to meet each child & families needs. Assist staff with implementing specialized services.
4. Assist with the delivery of training for staff & parents related to special needs/mental health.
5. Develop & maintain relationships with community schools, providers, and referral sources related to special needs, mental health services. Assist with the development of interagency and transition agreements related to special needs.
6. Make periodic visits to classrooms to assist teachers in meeting the needs of children with disabilities as requested. Make home visits as appropriate.
7. Coordinate mental health services for children and families experiencing mental health issues.
8. Provide information to staff and parents regarding childhood depression, as well as adult clinical depression.
9. Accurately complete and submit all required forms and reports in a timely manner.

### Required Knowledge, Skills & Abilities:
1. Requires Bachelors Degree in Special Education, Early Childhood Education, or a closely related field, or may be a licensed nurse with related experience.
2. Requires three years experience working with children with special needs and their families.
3. Requires ability to keep records and write reports.
4. Requires knowledge of personal computers for data keeping and report compilation.
5. Interpersonal skills to relate well to children, coworkers, parents, and the community.
6. Requires the ability to travel overnight or longer to meetings, training, or work sites as required.
7. Must pass all criminal background clearances.
8. Ability to speak Spanish desired.

### Mission Statement:
Provide information, training, education, and other services that engage and empower families and communities to become self-sufficient.
Specific Duties & Responsibilities Cont.:

10. Assist education staff in implementing good developmental practices in the classroom, for children with special needs.

11. Develop & maintain linkages & agreements with personnel from local education districts.

12. Work with Transition Coordinator on written transition plans which encompass transition into early childhood services, through early childhood services, and into the next placement.

13. Work with Transition Coordinator to coordinate meetings with early childhood teaching staff, parents and next placement staff (public school teachers).

14. Work with Family Development Specialist to ensure family rights are protected, and that families are assisted with advocacy through the Individualized Education Process. Attend all IFSP and IEP meetings.

15. Embrace the confidentiality policy of the Agency by protecting the dignity of customers and not divulging information about children, families, other employees of the Agency to anyone other than the persons who are authorized to receive such information.

16. Work with Supervisor on behavior issues in classrooms by evaluating teacher and child behaviors and developing strategies to improve behaviors and interactions.

17. Serve as FCD Site Supervisor when the site Supervisor and alternate are not available.

18. To monitor deliver of special needs/mental health services by tracing, reviewing, observing and participating in the following: daily tracking on special needs/mental health list, bi-monthly management meetings, staff/parent meetings, classroom team meetings, IEP/IFSP meetings, committee meetings, special needs/mental health monthly reports, checklists, Child Plus reports, classroom/home base monthly reports, Family Action notes, Incident reports, referrals, screenings and children’s applications, and financial statements concerning position specific line items.

19. Actively participate in carrying out the mission of the Agency by participating in training and staff meetings.

20. Perform other duties as assigned.

Desired Outcomes:
1. The Agency’s mission and vision will be fully supported and furthered by all leadership staff.

2. The Agency will maintain 10% enrollment of children with identified special needs.

3. Children with special needs will receive comprehensive assessment, evaluation, and individualized services to help them accommodate for their needs to maximize their learning experiences.

4. Parents of children with special needs will be fully involved in the decisions related to their child, and will participate in decision making and service delivery.

5. Partnerships will be fostered with schools and other providers in the community to ensure families receive the optimal level of services in a manner which is cooperative and as seamless as possible.

This position description is intended as a guideline and is not intended to be all inclusive or exact, or construed as an expressed or implied contract. Changing business needs require revisions to job specifications and ECICAA reserves the right to change or modify position requirements at any time.

I have read, understood and have received a copy of the job description for my position.

__________________________________________  _____________________________________
Employee Signature                  Date