

EARLY CHILDHOOD MENTAL HEALTH PROGRAM COORDINATOR JOB DESCRIPTION

TYPE OF POSITION: Full Time, Exempt

SALARY: Pay Grade D, Range Dependent on Experience and Education

JOB SUMMARY: Reporting to the Executive Director, this position conducts program development and consultation activities for the Early Childhood Mental Health program. Program components include serving as point of entry to mental health services for children aged birth -8 years, performing screening and assessment, providing individual supports to families related to young children's social emotional development, referring out to partner agencies, consulting with early care and learning programs, and other related activities.

MINIMUM QUALIFICATIONS:

- A Master's degree in Social Work, Psychology, or a related field and current professional license which meets the criteria of mental health professional clinician as defined in Alaska Administrative Code 7 AAC 70.990.
- A minimum of three academic credits in the field of Early Childhood.
- A minimum of three years experience in a field working with young children and their families.

JOB RESPONSIBILITIES:

1. Program activities in accordance with the grant and ACCA expectations to include:
 - a. Participate in community based activities to develop and implement shared vision, goals/outcomes and activities related to Young Children's Wellness.
 - b. Develop procedures for and serve as point of entry to Mental Health services for 0-8 year olds in community.
 - c. Provide Mental Health consultation for children from the community, in ILP and in early care and learning settings.
 - d. Ensure compliance with implementation of therapy activities in accordance with best practice guidelines of field of practice, and maintenance of State of Alaska licensure including meeting continuing education requirements.
 - e. Accurately maintain paperwork documentation, database records and client files.
 - f. Demonstration of a family-centered philosophy, and respect for cultural diversity.
2. Attend and participate in staff meetings and training required by the State of Alaska and ACCA.
3. Work to develop and implement goals, objectives and procedures of the Program in order to ensure compliance with State.
4. Ensure confidentiality of protected health information as it relates to Federal, State of Alaska and ACCA regulations and policies.
5. Demonstrate computer literacy to be self-sufficient in:
 - a. Basic computer software maintenance;
 - b. Basic internet skills and safe internet practices;
 - c. Writing, finding, saving and printing documents;
 - d. Utilization of agency e-mail and phone system;
 - e. Utilizing smartphone for communication and documentation;
 - f. Entering data into client Electronic Health Record or other systems as appropriate.

6. Complete administrative paperwork including, but not limited to:
 - a. Mileage/travel expenses;
 - b. Monthly timesheets;
 - c. Purchase order requests.
7. Support program and agency community relationships by participating in community outreach activities such as Health Fairs.
8. Practice professional work habits including dependability, ethical practices, ethical communication, adherence to personnel policies and procedures, effective time management, independence, teamwork and responsibility. Maintain positive working relationships with co-workers and community members.
9. Pursue continuing education and professional growth experiences in the field of Early Intervention and Child Development, as well as in own professional field.
10. Other duties may be assigned.

WORK ENVIRONMENT AND PHYSICAL EFFORT

General office environment. Conditions are pleasant, clean and professional where accidents/hazards are negligible. Requires use of computer, fax, and copier. Clear diction, listening skills and appropriate professional office and telephone etiquette are necessary for effective communication with staff and public. Job may require entry into private homes, child care centers and other community locations. Required travel in employee's own insured automobile.

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