

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## Mental Health Consultant- Alameda County

**POSITION SUMMARY:** Responsible for providing mental health consultation and support services to the teaching staff, Center Directors and Regional Directors as needed within identified Kidango Childcare Services programs.

### **POSITION OVERVIEW:**

- Employment Type: Full time/Exempt
- Salary:
- Location:
- Job Category: Administration
- Reports to: Mental Health Clinical Supervisor
- Supervises: None

### **PRIMARY RESPONSIBILITIES:**

- Implement policies and procedures, quality assurance systems related to clinical services, and participate in Quality Assurance and Improvement
- Documentation reviewed and completed in a timely manner and by stated deadlines
- Ensure 100% productivity according to contract requirements
- Ensure that clients' documentation, assessments and progress notes meets Kidango format standards and are submitted on time
- Manage referral process and service delivery
- Refer children and families for therapeutic and other services within the community
- Assessment of social, emotional and development of children birth to five years old
- Maintain and update client charts, data and other required documentation
- Report all suspected child abuse according to laws and regulations
- Meets HIPPA standards and confidentiality
- Implement consultation services to teaching staff and Coordinators of Instructional Services
- Provide program and child specific consultation during crisis situations to address mental health issues in children or programs
- Provide descriptions of each classroom visit and documentation of each coordinator consultation and recommendations for purposes of documentation and follow-up
- Short term consultations to address mental health issues in children or programs
- Provide annual survey to assess program services and impact
- Attend regularly scheduled trainings and community meetings as assigned
- Attend meeting to support the classroom staff's ability to provide inclusive care to children with developmental, behavioral or emotional challenges.
- The consultant will meet regularly with Lead Caregivers, Family Advocates and Managers to provide program updates and ensure that appropriate follow up and services are provided
- Provides training and support to ECE staff on Mental Health Issues or Ages and Stages SE follow-up
- Provide parent and staff trainings on mental health issues at the program's request.
- Provide annual Ages and Stages trainings for program staff
- Communicate respectfully with professional and paraprofessional staff and other community members
- Collaborate with childcare centers providing consultation and training as needed
- Active participation of Kidango and Alameda County Superior Court programs and departments
- Report to Clinical Supervisor, successes, challenges, contract and program progress
- Develops and maintains effective relationships with staff, community agencies and stakeholders.

**POSITION QUALIFICATIONS/REQUIREMENTS:**

- Master's Degree, PsyD or PhD in psychology, social work or related field
- Licensed MFT, LCSW, and Psychologist in California or license eligible.
- Spanish speaking preferred.
- 0-4 years of experience in the field of social services.
- 1-2 years' experience with infant and early childhood mental health preferred.
- Experience with multi-cultural communities.
- Experience working with young children 0-5 and their families.
- Familiar with principles of early childhood mental health assessment, treatment and diagnosis.
- Self-motivated; ability to work both semi-independently and in cooperation with others.
- Strong case management skills, intake & assessment skills, cultural competency.
- Effective and strong communication skills.
- Knowledge of early childhood development, mental health and attachment.
- Ability to exercise good judgment clinically, legally and ethically and to consult with supervisor as needed.
- Ability to make decisions and multi-task.
- Ability to make assessments and create appropriate service plan with good follow through.
- Ability to communicate clearly with treatment team both verbally and in writing.
- Flexibility: willing to see clients in clinical setting, in community, in clients' homes and, occasionally, work evenings and/or weekends. Able to work in non-traditional settings.
- Possess basic knowledge related to public regulations and guidelines governing the operations of mental health programs.
- Must have good oral and writing skills in the English language, including the ability to write concise, informative professional reports and assigned documentation in a timely manner.
- Position requires travel to varying locations.
- Ability to provide leadership, accept responsibility, work independently and set own goals in a professional manner.
- Ability to work on a variety of tasks simultaneously and able to work a flexible schedule, including some evenings and weekends.

**COMPANY WIDE JOB REQUIREMENTS:**

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

**ADMINISTRATIVE WIDE DEMANDS:**

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

**EDUCATION WIDE PHYSICAL DEMANDS:**

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

**FACILITY/MAINTENANCE WIDE PHYSICAL DEMANDS:**

Job duties will be performed in both an office environment as well as outside and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job

- The ability to perform heavy physical labor and lift or move maintenance equipment of various weights will be required

- The ability to lift 30lbs chest high will be required

**NUTRITION WIDE PHYSICAL DEMANDS:**

Job duties will be performed largely in a kitchen environment; however the ability to drive long distances will be required using agency insured vehicles. The physical demands here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- The ability to lift and carry moderately heavy supplies up to 50lbs
- The ability to operate company insured vehicles

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

**Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position please complete an application at <http://kidango.org/Opportunities.asp>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.