

**Position:** (Full-Time) Early Childhood Mental Health Specialist

**Primary Worksite:** EHS Center

**Person Reports To:** CEO/Head Start Program Director

**Salary Range:** \$ 60,000 – \$70,000 annually

**Main Office**

11404 Lake Sherwood

Avenue N., Ste B

Baton Rouge, LA 70816



**To Apply: Email Resume and Cover Letter to [apply@ywca-br.org](mailto:apply@ywca-br.org)**

The Early Childhood Mental Health Specialist (ECMHS) is responsible for providing early childhood mental health assistance to Early Head Start staff and families.

The ECMHC will provide a broad range of services, the ECMHS provides consultation in classrooms and through home visits; referral services; individual and group services. This includes providing parent trainings. The ECMHC will also collect data, maintain medical records and ensure compliance of all facets of Early Head Start Performance Standards and State regulations.

*Duties & Tasks*

1. General Classroom Observations, Consultations, & Coaching
  - Visit each classroom at least once per month.
  - Provide child development information related to social-emotional development and mental health.
  - Provide guidance to staff selecting and interpreting social-emotional screening and assessment tools and findings
  - Provide guidance and model developmentally appropriate activities for children and effective ways to work with and support young children.
  - Provide written and oral observations and strengths-based feedback to classrooms on an annual basis.
  - Meet with classroom leaders to review classroom observations and develop and implement plans as needed.
2. Staff Training
  - Support, coordinate and provide staff trainings related to social-emotional and mental health issues at least once per quarter.
3. Programmatic Consultation
  - Participate in weekly staff team meetings.
  - Participate in the development and implementation of mental health program and policy.
4. Parent Training
  - Recruit participants for at least one parent training per year.
  - Coordinate and facilitate parent training.
5. Individualized Child- and Family-Centered Observation and Consultation
  - Conduct observations and assessments of individual children as assigned or referred for consultation.
  - Meet with families to consult on child and family needs and create or follow-up on plans to support these needs.
6. Individual Child Screening, Assessment & Referral
  - Conduct standardized developmental, behavioral, and social-emotional screens and assessments for individual children as assigned or referred for consultation.
  - Provide child and family referral and follow-up to community services.
7. Home Visiting
  - Conduct home visits to support the mental health needs of families and children.

- Provide guidance and model developmentally appropriate activities for children and effective ways to work with and support young children.
- Participate in regular supervision with Program Director and clinical supervisor.
- Contribute to federal, state, and local reporting requirements.

## KNOWLEDGE

- Demonstrated understanding of infant and early childhood mental health.
- Demonstrated understanding of differences in mental health services and concepts across cultures.
- Demonstrated knowledge of child mental health services system.
- Demonstrated experience with clinical documentation.
- Experience formulating and writing assessments and support plans, preferably for young children.
- Experience with evidence-based practices and curricula to promote early childhood mental health is desirable.
- Knowledge of Head Start is desirable.

## SKILLS

- Build and maintain strong, collaborative relationships with service providers and families.
- Partner with providers as a member of a diverse team.
- Lead and facilitate provider training and/or parent education groups.
- Conduct standardized screens and assessments for young children.
- Use results of screens and assessments to guide work with families, goals, develop individualized plans.
- Refer providers and families to appropriate community services.
- Communicate effectively with diverse groups both verbally and in writing.
- Organize tasks and manage time effectively.

## Education & Training

- Master's Degree required preferably in Social Work, Psychology, Counseling, or related field.
- Clinical license highly desirable.
- Minimum of 2 years direct experience in a mental health setting providing prevention services and/or mental health therapy to children and families.
- Bilingual/bicultural English-Spanish strongly preferred.

## OTHER REQUIREMENTS

- Ability to manage physically active children, including restraining, and withstanding sudden movements.
- Ability to occasionally lift up to 50 pounds.
- Must have valid Driver's License and proof of insurance or must have acceptable alternative transportation.
- Maintain First Aid and CPR certification.
- Maintain compliance with Criminal History Registry.

## Additional Information that you should know:

### ❖ Expectations include:

- Adhering to the YWCA Code of Conduct and the Early Head Start Code of Conduct.
- Attending all training opportunities as provided in order to stay informed of the latest operational techniques & regulations.
- Attending all appropriate staff meetings.

- Maintaining professionalism through actions and behaviors (i.e. displaying a friendly, positive attitude towards duties, parents, staff members, and others; displaying a positive mood that reflects enjoyment in the performance of job responsibilities and interactions; communicating appropriately using productive comments, pleasant expressions, and welcoming gestures).
- Complying with YWCA policy regarding required reporting of child abuse, elder abuse, suicide, and homicide.
- Projecting a positive image of the YWCA and its programs to the community.

❖ **Equal Employment Opportunity:** It is the policy of the YWCA to implement equal employment opportunity for all employees and applicants for employment without regard to race, color, sex/gender, age, creed/religion, ethnic, and/or religious background/ancestry, national origin, citizenship, political belief, physical or mental disability, medical condition, gender identity, sexual orientation, Vietnam-era veteran status or disabled veteran status, marital or family status, height and/or weight, or any legally protected classification. Every effort shall be made to recruit candidates of color and women for every position opening. Positive action shall be taken to ensure the fulfillment of this policy. This commitment includes:

- Hiring, examination, appointment, placement, training, upgrading, promotion, retention or transfer.
- Recruitment, advertising, or solicitation for employment.
- Treatment during employment.
- Rates of pay or other forms of compensation.
- Selection for training or educational programs.
- All benefits programs.
- Demotion, lay-off, or termination.

❖ **Employment At-Will:** The YWCA is an “at-will” employer. The YWCA or the employee may terminate the employment relationship at any time, with or without cause, and with or without notice.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required. The YWCA Personnel Policies & Procedures Manual is available to employees upon hiring, and flexibility is requested in evolving workplace responsibilities.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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