

Clarksville/Montgomery County Community Action Agency  
Head Start Program

**Job Description**  
**Child Service Manager- Mental Health/Disability**

**Policy Council Approval:** \_\_\_\_\_

**Reports to:** Child Service Manager reports directly to the Head Start Director.

**Service Key Result Areas:**

1. Mental Health
2. Disability

**Requirements:**

- **Education:** Bachelor of Science or Bachelor of Arts Degree in Special Education, Health, Early Childhood Education, Mental Health Services, or related field.
- **Experience:** Experience working with low-income families and children. Experience in personnel management, design and organization. Experience working with Children with disabilities and/or mental health services is required.
- **Skills:** Excellent verbal and written communication, record keeping and monitoring skills. Computer skills are highly desired and excellent leadership abilities.
- **Knowledge:** Knowledge of child development and health, Individuals with Disabilities Education act (IDEA), Americans with Disabilities act 504 (ADA), Behavior management, and community resources. Knowledge of federal, state and local laws and requirement relating to licensure.
- **Ability:** Administrative ability, develop and implements policies, procedures, and plans, ability to plan a system of monitoring and evaluation of service areas and staff

**Responsibilities:**

- To ensure that all children receive necessary preventive and intervention services (Health and Mental Health screenings).
- Ensure that all requirements and laws are followed according to federal, state and local licensure.
- Responsible for organization, administration, implementation and coordination of all Disability and Mental Health components.
- Responsible for ensuring the recruitment of children with disabilities and ensures that at least 10% of the funded enrollment slots are children with disabilities.
- To ensure that children with disabilities have the same opportunity as their peers.
- To build a positive social/emotional environment for each child.
- Perform advocacy function with social agencies and other professionals in order to obtain family needed services.
- To ensure needed contracts and agreements are secured for appropriate service areas.
- To ensure that needed recommendations are made for service area budget line items.
- To ensure all policy/procedures and plans are in place for each service area.

- To ensure the tracking, reporting, and monitoring of all children's IEP data is maintained and ensure the accuracy of Child Plus software system.
- Responsible for making periodic monitoring visits to centers to assess progress in the content areas of disability and mental health.
- Monitor and maintain special care plans, PIR, behavior plans, IEP's, and mental health observations.
- Work directly with a licensed Mental Health Professional and Disability Services local education agency to provide mental health and disability consultative services for Head Start children, parents and staff.
- To ensure individualization of the mental health and disability services for all children.
- Assist in budget preparation and recommend allocation of funds for mental health and disability supplies and equipment.
- Conduct and arrange for staff and parent training in mental health and disability.
- Organize and coordinate the identification, recruitment and inclusion efforts for children with disabilities and mental health.
- Coordinate with teaching staff, LEA and parents to develop an individual education plan for children who are eligible for services.
- Maintain confidentiality of all records and information for staff, children and families.
- Participate in professional development, training, workshops, and in-service.
- Ensure teaching staff document IEP goals on lesson plans.
- Provide parent training.
- Assist with grant writing and self-assessment process.
- Set-up and attend all IEP meetings.
- Meet with Mental Health Consultant regularly.
- Responsible for securing contract for Mental Health and LEA services
- Follow policies on human resource requirements for contracted staff
- Monitor passed and failed scores. Ensure follow-up and intervention is completed
- Purchase toys, supplies and special equipment for working with children with disabilities.
- Prepare and provide staff with disabilities and stress management training.
- Enter treatments and follow-ups in the Child Plus data system
- Monitor Behavior Plans.
- Monitor, observe, and work with children and teachers in the classroom.
- Conduct monitoring visits to all centers.
- List screenings required to collect, enter, monitor, provide intervention and follow-up for; including time requirements:
  - 45-Days Development Screening (Lap D)
  - 45-Days Social/Emotional Screening (DECA)
  - 45-Days Speech and Language
- Will do 3<sup>rd</sup> Person bus check.
- Will assist in the classroom.
- Will ride the bus as bus monitor.
- Will assist families.

**Physical Requirements:**

**Strength**

- Standing – up to 25%
- Walking – up to 25%
- Sitting – up to 75%
- Lifting – up to 40 lbs
- Carrying – up to 40 lbs
- Pushing – up to 40 lbs

**Reaching**

- Handling – 60% or more
- Fingering – 60% or more
- Feeling – 60% or more
- Eye-Hand Coord. – 60% or more
- Foot-Hand-Eye Coord. – 60% or more

**Climbing**

- Stairs – less than 20%

**Communicating**

- Ordinary – 60% or more

**Hearing**

- Ordinary – 60% or more

**Stooping**

- Kneeling – 60% or more
- Crouching – 60% or more
- Turning/Twisting 0 60% or more
- Bending at Waist – 60% or more

**Seeing**

- Acuity: Near – 60% or more
- Acuity: Far – 60% or more
- Depth Perception – 60% or more
- Accommodation – 60% or more
- Field of Vision – 60% or more

**Working Area**

- Inside – 95% or more of the work day
- Outside – 5% of the work day

**Temperature**

- Changing Temperature – between 20-60%

**Atmospheric Conditions**

- Odors – between 20-60%

**Noise**

- Noise Level – less than 20%

**Protective Clothing or Personal Devices** – less than 20%

**Mental Requirements:**

- Understand and carry out oral instructions- 60% or more
- Read and carry out simple written instructions 60% or more
- Read work orders, scrap tickets, job lot tickets, graphs, logs, schedules 60% or more
- Read and carry out complicated instructions 60% or more
- Prepare detailed records or reports such as inventory records, receiving reports, operating logs, lab analyses, quantities, etc. 60% or more
- Estimate size, form, quality or quantity of objects 60% or more
- Count, make simple arithmetic additions, and subtractions 60% or more
- Plan own work activities 60% or more
- Plan work activities of others 60% or more
- Direct work activities of others 60% or more
- Coordinate work activities of others 60% or more
- Train other workers 60% or more
- Work alone 60% or more
- Work as a member of a team 60% or more
- Work without supervision 60% or more
- Work with minimum amount of supervision 60% or more
- Work under pressure 60% or more
- Work rapidly for long periods 60% or more
- Work on several tasks at the same time 60% or more

- **All offers of employment are contingent upon clear results of a thorough background check, drug/ alcohol test and the approval of Head Start Policy Council.**
- **All employees must meet qualification standards that are job related and consistent with business necessity and must be able to perform the essential functions of the job with or without reasonable accommodations.**
- **The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.**
- **This document is not intended to create a contract, nor is it to be construed to constitute contractual obligations of any kind or a contract of employment between CMCCAA and you.**
- **CMCCAA is an Equal Opportunity Employer and hires without regard to race, color, sex, age, disability, or national origin. This job description is not intended to be all-inclusive; employees may perform other related duties as necessary to meet the needs of the organization.**

**ACKNOWLEDGMENT:**

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

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date