

Notice of Job Vacancy #21-009

*Eastern Panhandle
Instructional Cooperative*

EPIC

Serving the educational needs
of the entire community

Posting Date: June 30, 2020

Position: Full-Time Head Start / Pre-K Tri-County Mental Health Specialist

Employment Term: 205 days per fiscal year

Salary: Based on the EPIC Professional Salary Scale with Assistant Director Index

Qualifications:

1. Licensed or a certified mental health professional who has several years' experience working with children and families.
2. Certification in Trauma Focused Cognitive Behavior Therapy.
3. Complies with all ethical standards for the provision of social workers as specified by the WV Board.
4. Comply with Head Start Performance Standards regarding the provision of Mental Health Services.
5. Current driver's license and reliable transportation.
6. Comply with all DHHR requirements: employment – drug free, TB Free documentation, state and federal background check, etc.

Job Description/Responsibilities: The successful candidate will:

- * Conduct mental health screenings/observations in compliance with Head Start Performance Standards including observations in the classroom, both group and individual, during group socializations and/or home settings as appropriate
- * Complete social/emotional observations in each Head Start classroom and Early Head Start socialization in county twice a year.
- * Design and implement program practices responsive to the identified needs of the individual child and early childhood mental health best practices, including PBIS components.
- * Support staff with individual child behavior and classroom management.
- * Provide one-on-one modeling or coaching for individual child support.
- * Provide crisis intervention services for staff regarding a child's behavior.
- * Advise and assist staff/team in linking to community resources and services.
- * Educate parents on children's mental health issues.
- * Conduct home visits
- * Support parents in helping child.
- * Evaluate center on learning environment, suggest strategies that increase prosocial environment, train/support staff on behavior management techniques, based on completed social/emotional observation forms.
- * Educate staff on children's mental health issues
- * Promote staff wellness
- * Communicate with team members including participation in staff meetings.
- * Train staff on cultural competence
- * Provide and maintain accurate and current documentation for individual child files.
- * Other duties as required by supervisor.

General Requirements.

1. Adhere to Head Start Performance Standards, EPIC and EPIC Head Start/Pre-K Policy and Procedures and the NAEYC Code of Ethics.
2. Prepare and submit written reports/documentation as required.
3. Attend evening meetings as applicable.
4. Comply with WV DHHR regulations.
5. Agency approval of Criminal Investigation Bureau records.

Physical Demands: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position may require strenuous activity including but not limited to standing, bending, kneeling, lifting, holding, etc.

1. to assure the well-being and safety of children ranging from approximately 25 to 80 pounds
2. to carry supplies into homes, office, etc.
3. to climb stairs
4. to fulfill other reasonable duties and responsibilities as required by the supervisor.

Work Environment: The selected candidate must transport him/herself by personal vehicle from one work site to another on a regular basis. Designated work sites may include locations not owned or operated by EPIC including outdoor venues, public facilities, school buildings and/or private residences.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties may be assigned by the Head Start Director, EPIC Administrator and/or their designee.

Reports To: Early Head Start / Head Start Director; EPIC Administrator

Conditions of Employment: Recommended by the Head Start Director and EPIC Administrator; Approved by the Head Start/Early Head Start Policy Council, Confirmed by EPIC Regional Council

Start Date: To be determined, pending approval process.

Application Process for Current Employees: If your application, resume or reference information has changed since you were hired, please submit updated information along with a letter of application to be considered. If nothing has changed, a letter of application should be sent via email, mail or fax to Shannon Johnson, Human Resources Director. Current employees may also apply via Unified Talent online (see below.)

Application Process for New Candidates: You may submit your application one of the following ways:

Online application can be made via Unified Talent https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808
If you cannot see this job, check your location tab and ensure you have selected EPIC as one of your location choices.

Hard copy EPIC application can be found at www.epicsa8.org

1. Submit hard copy applications and cover letter to:
EPIC
109 South College Street
Martinsburg, WV 25401 Attention: Shannon Johnson, Human Resources Director
2. A copy of the EPIC application with cover letter may be submitted electronically to sdjohnson@wvsc.org
3. A copy of the EPIC application and cover letter may be FAXED to 304-267-3599 Attention: Shannon Johnson.

All applications must be received by **July 4, 2020** for consideration.