

## JOB DESCRIPTION

Title: Early Childhood Mental Health Professional	Reports to: Director of the Academy
Department: Administration - AFC	Date: January 2022

**Summary:** The Mental Health Specialist supports El Centro Inc.'s mission, vision, goals and objectives by collaborating with the Academy for Children (AFC) staff to increase their ability to prevent, identify, and reduce the impact of mental health problems among enrolled children. Works after hours and weekends as needed.

### ESSENTIAL RESPONSIBILITIES/FUNCTIONS:

1	To create a nurturing environment that fosters the social emotional wellness of children and families.
2	Provides mental health training and coaching to increase the capacity of staff and families to address challenging behavior(s).
3	Works in partnership with community partners to support children's social emotional development.
4	Uses appropriate social emotional screenings and assessments to identify each child's strengths and areas of need.
5	Shares assessment data with teachers and supports teachers in using the data to support the students' social/emotional development.
6	Models appropriate social emotional activities and delivery of the lessons outlined in Second Step and Conscious Discipline Curriculum
7	Visits and completes classroom observations and provides feedback, both written and verbal to classroom staff, with focus on prevention strategies and behavior plans. Uses appropriate classroom assessment tools when appropriate to determine areas of needed support and to document progress
8	Assists classroom staff and teachers with implementing research based child guidance strategies that assist children with the development of self-regulation, social and conflict resolution skills.
9	Provides targeted coaching to help teachers increase their capacity to support each child's social emotional development.
10	Participates in family/student referrals, IEP and/or behavior related meetings as appropriate.
11	Plans and facilitates weekly social skills groups and/or individual sessions based on the needs of the students.
12	Plan and deliver regular professional development for staff, and plan trainings and family information sessions on social emotional wellness.
13	Identifies and/or creates materials and resources that will support the social emotional wellness of students that can be used by school staff and families
14	Responsible for all of the data needed for grant reports and as requested related to the behavior and social emotional well-being of students.
15	Make appropriate referrals to community agencies for services for students and

	families to meet needs.
16	Conducts home visits to provide continuity in support and promote education of social and emotional well-being of students enrolled in the program and their families.
17	Participates in Family Fun Nights and all center events that support students and their families.
18	Supports staff wellness related to the school setting, contributing to and modeling a positive, culturally responsive environment.
19	Participates in professional development necessary to increase understanding of curriculum, strategies, classroom assessment tools, child screenings/assessments and other training that supports the goals and objectives of the position and center.
20	Participates in and represents El Centro, Inc. at community meetings and committees related to mental health.
21	Responsible for working a flexible schedule to meet the needs of the students, families and the staff of the Academy.
22	All other duties as assigned

**KEY COMPETENCIES/SKILLS:**

- Coaching and modeling skills
- Strong Interpersonal and Relational Skills
- Strong verbal and written skills
- Problem Solving Skills
- Classroom Observation Techniques
- Computer and technology skills
- Strong organizational and management skills

**POSITION REQUIREMENTS:**

- Minimum of a Bachelors’s degree in Social Work or a closely related degree, Master’s Degree preferred but not required;
- Licensed (LMSW, LPC, LCP) preferred not required;
- Experience in an educational or learning environment for preschool-aged or young children;
- Knowledge of community resources;
- Bilingual in Spanish and English required

**ADDITIONAL REQUIREMENTS:**

- Attitudes, knowledge and skills to deliver culturally competent services

**El Centro, Inc. is an Equal Opportunity Employer**  
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**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_