



Humboldt County Office of Education
Early Childhood Mental Health Inclusion Specialist
Management

Chris Hartley, Ed.D.
Superintendent

Position Summary

Under the general direction of the Coordinator of Learning Support Service, the Early Childhood Mental Health Inclusion Specialist shall provide expert consultation and specialized training to promote best practices and support First 5 Humboldt's Strategic plan. To provide program and staff development/technical assistance to programs receiving funding from First 5 Humboldt. To provide direct support in the form of child development and child rearing information to families, other caregivers and program leaders participating in the programs. To enhance family services collaboration by co-coordinating the 0-8 Mental Health Collaborative.

Duties And Responsibilities

- Provide inclusion support to children and families at playgroups, as assigned.
- Provide technical assistance via site visits, phone and e-mail correspondence to playgroups, playcenters, and other programs as designated in the Training and Technical Assistance plan and other First 5 Humboldt programs as assigned.
- Provide current information to staff and families on child development, parenting, community resources, early intervention and infant-family early childhood mental health through informal encounters at playgroups throughout the community.
- Provide parenting classes appropriate for the 0-5 population.
- Work with program leaders, First 5 Humboldt representatives, HCOE Professional Development staff, and participating families to assess training needs and develop appropriate trainings/workshops for parent and family support programs.
- Provide child development and parent/caregiver information through the Early Childhood Mental Health Inclusion Specialist article in Humkids Newsletter and on playgroup Facebook pages.
- Provide information about the inclusion program and review the referral process with infant-preschool special educators, staff at Redwood Coast regional Center, the HART Team and other appropriate groups at least once each year.
- Facilitate 0-8 Mental Health Collaborative Planning and Advisory Group and help to coordinate the Collaborative's trainings and follow-up offerings. Provide professional development to adults on early childhood mental health, inclusion of children with special needs and other related topics. Create and maintain the website for the Collaborative.
- Work toward expanding the cohort of Humboldt County children and family service providers who obtain the Infant-Family and Early Childhood Mental Health Certificate/Endorsement.

- Participate in the HCOE Decade of Difference Early Success Workgroup projects and activities, monthly HCOE Professional Development collaboration meetings, and monthly Partners in Early Enrichment Program Support (P.E.E.P.S.) meetings, as time allows.
- Participate in First 5 Humboldt subcommittee meetings, as assigned (playgroup initiative). Meet with key informants and attend trainings to further First 5 Humboldt's Parent and Family Support efforts, as assigned. Participate in program evaluation, report preparation and report delivery, as assigned.
- Supervise Humboldt State University Child Development students for First 5 Humboldt as assigned.

Employment Standards

Education and Experience

Masters degree from an accredited college/university in Child Development, Psychology, Social Work, Education or closely related field/emphasis area and a minimum of five (5) years of successful, full-time direct experience with children and families who have special needs/mental health needs, is highly desirable. Possess specialized skills, specific experience and advanced training/certification in infant-family early childhood mental health and are eligible to become endorsed by the state of California within the first year of employment.

Knowledge of:

- The broad spectrum of issues related to the early childhood population with particular understanding of children from this age group with special needs/mental health;
- Awareness of current trends, issues and responses facing families of young children with special needs/mental health;
- Individual and group early childhood resources and referrals available in Humboldt County;
- Knowledge of current trends, issues and alternatives to enhance successful playgroup experiences;
- Providing professional development to adults on topics related to early childhood mental health and special needs;
- Leading small and large community collaborative work groups related to Early Childhood Mental Health and Inclusion work;
- Techniques for good public relations and public speaking;
- Moderately complex computer word processing and data file management programs.

Ability to:

- Speak to small and large groups with poise, confidence and clarity;
- Use technology for producing written correspondence and for maintaining data files;
- Relate well and to work cooperatively with a variety of agency and school representatives and community organization members;
- Work without direct supervision;
- Communicate with tact, courtesy and with sensitivity toward the audience;
- Problem solve with groups and facilitate/conduct advisory meetings;

- Follow oral and written instructions;
- Adapt to changing work demands;
- Manage task priorities to meet deadlines;
- Work effectively under varying degrees of stress;
- Read and comprehend fine print and technical/legal language in contracts, spreadsheets, and text files;
- Meet requirements and standard provisions for school-based employment working with at-risk children and sharing of confidential information.

Physical Abilities

Physical, mental and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions; Manual dexterity sufficient to write, use telephone, business machines, operate an automobile; Vision sufficient to read printed materials; Hearing sufficient to conduct in person and telephone conversations; Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; Physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead; Physical mobility sufficient to move about the work environment (office, District, from school or home site to site), to drive a an automobile; Physical stamina sufficient to sit in a child's chair, squat at children's eye level, and to sand or walk for prolonged periods of time; Physical, mental, and emotional tolerance to be exposed to the noise generated by children in an enclosed environment; Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.