

**COMMUNITY EDUCATION AND PREVENTION DEPARTMENT
EARLY CHILDHOOD BEHAVIORAL SPECIALIST**

GENERAL DUTIES:

Provides mental health consultation and prevention services focused on promoting early childhood mental health to childcare centers, teachers, parents, community organizations and groups.

SPECIFIC DUTIES:

1. Provides evidence-based early childhood mental health consultation at targeted preschools and childcare centers.
2. Provides training and information to teachers and parents related to childhood behavioral health.
3. Provides assessments for preschools and day care centers using the Devereux Early Childhood Assessment program (DECA).
4. Establishes and maintains positive relationships with other community agencies and professionals serving a pre-school population. Represents the organization in related community planning or coordinating groups, as assigned.
5. Maintains an awareness of emerging children's mental health needs in the community and provides input to the program unit regarding service needs and developments.
6. Maintains files of early childhood resource materials.
7. Collects outcome assessment data and prepares summary reports.
8. Completes necessary documentation of services provided within the required time frames.
9. Works to assure program success in achieving annual program goals and objectives.
10. Provides, at a minimum, the expected level of billable services assigned to his/her specific position.
11. Maintains professional licensure and keeps up to date with required license and organizational trainings.
12. Attends and participates in staff meetings, unit meetings and supervisory sessions, as required, and in other agency committees, quality improvement teams and task forces, as assigned.

13. Abides by the corporate policies and procedures, with attention to the Policy on Patient Rights, the Confidentiality Policy, the Counting Center's Code of Ethics and the Code of Ethic of his/her particular profession.
14. Completes other duties, as assigned or as required for effective and efficient operation.

SUPERVISORY RESPONSIBILITIES: None

WORKING CONDITIONS:

1. Position involves a variable and flexible schedule, including occasional evening hours, responsive to the needs of organizations and groups who request service.
2. Position requires a significant amount of on-site, community-based work at the preschools and licensed child care centers.
3. Position will require receiving specific training to acquire and maintain the Early Childhood Mental Health Credential, and training in the curricula and intervention strategies.
4. Position requires business-related driving using either agency vehicles or personal vehicles.

CLINICAL SUPERVISOR: Director of Community Education and Prevention Services

ADMINISTRATIVE SUPERVISOR: Director of Community Education and Prevention Services

POSITION TYPE: Exempt

POSITION CLASSIFICATION: Community Education Specialist

WORKER CREDENTIALS/CHARACTERISTICS:

1. Licensed as an LSW, LPC, LSW, or LPCC or Ohio Teacher's License.
2. Ability to communicate effectively in written and oral form with experience in public, and the ability to quickly engage others.
3. Knowledge of theoretical and practical approaches to early childhood mental health and education.
4. Ability to learn the use of assessment/program tools.
5. Ability to relate effectively with teachers and other professionals and lay-persons with a variety of backgrounds both within and outside of the organization.

6. Ability to relate effectively and comfortably with preschool-aged children.
7. Knowledge of the techniques and processes of effectively managing group dynamics such as a meeting with a parent and teacher.
8. Ability to deal appropriately with emotionally and culturally sensitive issues.
9. A valid driver's license, a satisfactory driving record, and evidence of personal automobile insurance and of insurability by the agency's liability insurance.

KEY PERFORMANCE INDICATORS:

1. Achievement of personal productivity expectation for direct service delivery.
2. Timely and accurate Completion of required documentation.
3. Satisfactory, or better, ratings on the annual performance evaluations.
4. Expressions of satisfaction from parents and childcare center staff.
5. Successful promotion of retention and resilience of children in early child care facilities.

(10/92)
(CEPSPCL.JD 8/96 rev.)
(CEPSPCIL.JD 8/97 rev.)
(CEPSPCL.JD 7/99 rev.)
(rev. 7/03)
(rev. 7/05)
(Revised: 9/09)
(Revised: 7/12)
(Revised: 2/11/16)
(Revised: DS 5/16)
(Revised: 12/16)
(Revised: 7/17 – Salary Only)
(6/18)