

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MENTAL HEALTH SERVICES SPECIALIST

BASIC FUNCTION:

Under the direction of assigned Manager, coordinates services and analyzes program mandates and special initiatives related to mental health services for children birth to five years of age enrolled in the Head Start and Early Head Start program; prepares reports and coordinates for individual and group mental health services; provides training and support to home visiting, family child care and center based staff and parents; monitors program effectiveness to assure compliance and provisions of mental health services in accordance with federal regulation and program policies and procedures.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Coordinates and analyzes program mandates related to mental health services for children, birth to five

Interpersonal skills using tact, patience, and courtesy.
Operation of a computer and assigned software.
Basic public relations techniques.

ABILITY TO:

Plan, organize, coordinate, and implement the operations, activities, services, and support functions of the Head Start/Early Head Start related to mental health services.
Coordinate information and resources to meet the needs of children and families of children dealing with social-emotional and/or behavioral concerns and issues.
Provide consultation and technical assistance to parents and staff concerning mental health services and related standards, requirements, principles, practices, techniques, and procedures.
Design, develop, implement, and conduct training and staff development activities for staff and administrators concerning assigned subject areas and programs.
Develop and implement subject area and program services, activities, goals, objectives, plans, strategies, systems, standards, projects, processes, and procedures.
Monitor, evaluate and modify standards, policies, and procedures to enhance the effectiveness and operational efficiency of the mental health service area.
Interpret, apply, and explain laws, codes, regulations, policies, and procedures.
Be sensitive to the needs of students, families and staff.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Prepare and maintain various narrative and statistical records, reports and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to

