



JOB DESCRIPTION

TITLE: Infant & Early Childhood Clinical Director
CATEGORY/DEPT: Agency-Wide
REPORTS TO: Chief Executive Officer
REPORTING STAFF: Yes
STATUS: Full-Time Exempt

AGENCY OVERVIEW:

Westside Children's Center (WCC) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 25 years, WCC has been providing thousands of at-risk children and their families with critical, high-quality early education programs, family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including educational assessments, disabilities screenings, nutrition, dental and vision screenings, mental health services, and pediatric health consultations.

JOB SUMMARY:

The Infant & Early Childhood Clinical Director (Director) is responsible for 0-5 clinical support of all WCC programs including Early Education, Child Welfare, and the Infant and Early Childhood Mental Health Internship Program. The role of the Director is to support direct service staff and interns in providing high-quality services to families, and ensuring that legal and ethical standards are being met. The Director is also responsible for oversight of agency-wide infant and early childhood mental health and disabilities services. The Director leads staff development and training regarding infant and early childhood mental health, and plays a key role in collaboration with community partners. The Director works closely with the Community Wellness Director and provides content area oversight of the Infant Mental Health internship program. The Director also provides oversight on First 5 LA First Connections program. The Director provides responsive guidance and leadership on mandated reporting and crisis prevention/intervention.

ESSENTIAL JOB DUTIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Oversee infant and early childhood mental health service provision across the agency, including expanded 0-5 mental health consultation services provided to external parties through the expansion of Prevention & Aftercare program.
- Oversee treatment planning and interventions for 0-5 clients across agency as needed.
- Across programs, participate in initial case planning meetings for families with children 0-5; participate in ongoing follow-up and service planning:
 - Participate in Multidisciplinary Team (MDT) meetings and Case Reviews and development of student support plans
 - Attend Child and Family Team (CFT) meetings with DCFS when a 0-5 child is involved and assist in reducing child safety risk and making appropriate action plans, as needed.
 - Attend Resource Family Approval Program placement meetings for children 0-5 to provide input on service, treatment, and intervention planning.

- Provide supplementary clinical consultation for 0-5 cases for IHOCS, Resource Family Approval Social Workers, Family Preservation Assessors, Case Managers, Home Educators, clinical interns, and managers/directors.
- Provide clinical services to families with children 0-5 as needed.
- Supervise the Disabilities Manager in overseeing agency-wide disabilities services and ensuring that children are receiving developmental screenings, supports, referrals, and follow-up for disabilities services; includes oversight of First 5 LA First Connections contract.
- Oversee administration and tracking of trauma screening tool (e.g. ACEs) across agency; provide ongoing/regular training and consultation to all staff, ensuring follow-up protocol is in place and consistent for clients whose screening indicates higher-risk
- Ensure that best practices and legal and ethical standards are being met
- Participate in cross agency group supervision sessions; provide secondary supervision to Prevention & Aftercare Mental Health Consultant; as well as others as needed.
- Expand reflective facilitation groups to staff across the agency including Home Educators, Teachers, Managers/Directors, and other staff as need is determined with a focus on 0-5 services.
- Analyze 0-5 training needs across the agency and in external partner settings:
 - Develop, provide or facilitate needed trainings for staff across the agency and external parties.
 - Provide specialized training to clinical interns and trainees.
 - Coordinate and provide clinical trainings for staff and interns.
- Lead the expansion of the infant and early childhood mental health services to include external infant mental health consultation.
- Identify and implement an appropriate model and approach to providing interventions for infant and early childhood consultation that is trauma-informed and based on research on best practices for improving 0-5 consultation provision.
 - Explore, identify, and implement appropriate outcome measure(s) for infant mental health consultation work.
 - Oversee mental health classroom observation, groups, and intern support to teachers and day care providers.
- Work closely with Community Wellness Director on the Infant and Early Childhood Mental Health Consultation expansion and assist in identifying and implementing additional outcome measure(s) for 0-5 population.
- Provide administrative supervision to clinical program managers, depending on the needs of the Agency
- Work closely with Early Education Center & Early Head Start Director and ensure all Head Start Mental Health requirements are met.
- Collaborate regularly with other community partners including DCFS, DMH, and Probation
- Participate as a member of the Safety Committee, and the Performance and Quality Improvement Team
- Participate in the development of clinical policies and procedures, clinical documentation and charting systems, and group curriculum related to 0-5 services.
- Monitor, review, and sign off on all relevant documents completed by staff.
- Communicate compelling stories about successes, challenges, and training experiences related to 0-5 work across WCC to Senior Leadership and Development Team; complete board reports and funder reports as needed
- Network with existing partners and identify new community partners to enhance 0-5 services.
- Represent the agency at community partnership meetings and contract meetings as needed.
- Participate in funding applications process.
- Participate in the recruitment, hiring, and training of direct service staff and interns.
- Support agency staff through ongoing training and supervision in handling high-risk families with children 0-5.
- Provide emergency response/crisis intervention for high-risk cases with children 0-5.
- Provide on-duty supervisor coverage
- Evening and weekend hours may be required
- Other related duties as assigned; in accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description

- Staff must believe in and act in accordance with both the Agency's and the program's mission/vision statements, adopted theoretical frameworks, and philosophy

QUALIFICATION & EDUCATION:

- Minimum of a Master’s Degree in Marriage and Family Therapy, Social Work, or Psychology required
- Current license as an LMFT, LCSW, or Psychologist in the state of California required
- Two years post licensure and ability to provide clinical supervision to clinicians working towards LMFT/LCSW licensure and sign off on BBS licensing hours, or ability to supervise Psychology Doctoral level trainees a plus
- Experience with infant mental health and work with the 0-5-year-old population required
- California endorsement as Mental Health Specialist in Infant-Family and Early Childhood Mental Health preferred
- California endorsement as a Reflective Practice Facilitator a plus
- Expertise in DSM 5 and DC:0-5 diagnoses
- Experience providing mental health support in early education programs preferred; experience in Early Head Start programs a plus
- Commitment to social justice, inclusion, and client centered advocacy
- Experience working with high-risk populations; experience working with DCFS, child abuse/neglect prevention and early education required
- Experience working in a DMH program preferred
- Excellent clinical and crisis intervention skills, and passion for teaching clinical interventions
- Knowledge of community resources and experience with interagency collaboration
- Experience and comfort with field-based services
- Ability to work in a multidisciplinary team approach
- Ability to handle multiple projects and deadlines
- Ability to think creatively and apply innovative strategies to child abuse prevention and interventions for children and families, particularly those with very young children
- Ability to effectively establish rapport and maintain appropriate boundaries with supervisees, staff and clients
- Ability to communicate effectively – verbally and in writing
- Strong organizational skills
- Commitment to teamwork
- Basic computer skills required – Word, Excel, Software applications
- Experience working with diverse groups and populations
- Class “C” driver’s license and proof of automobile insurance
- Personal transportation required
- Bilingual in English and Spanish preferred but not required
- Passionate about learning and possesses curiosity about issues affecting children and families
- All employees, regardless of position, serve as role models for children and families who are served by our agency.

Westside Children’s Center is an equal opportunity employer and encourages all applicants and seeks to hire qualified staff who reflect the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, nationality, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.



Westside Children’s Center has achieved accreditation through the Council on Accreditation (COA). This means our programs, services, administration, and management have been rigorously evaluated and meet best practice standards. Visit www.COAnet.org to learn more about COA Accreditation.

FOR CONSIDERATION:

- Send cover letter and resume to hr@westsidechildrens.org