



## JOB DESCRIPTION

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<b><u>TITLE:</u></b>	Early Childhood Mental Health Specialist
<b><u>CATEGORY/DEPT:</u></b>	Strengthening Families Department
<b><u>REPORTS TO:</u></b>	Director of Family and Community Engagement
<b><u>REPORTING STAFF:</u></b>	None
<b><u>STATUS:</u></b>	Full-Time Exempt

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### **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 (including comprehensive Early Head Start services), 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, and pediatric health consultations.

### **JOB SUMMARY:**

WCC is dedicated to providing training and consultation to those who interact with children and families with behavioral and emotional challenges. The Early Childhood Mental Health Specialist is responsible for enhancing depth and breadth of mental health resources available to Prevention and Aftercare (P&A) families. This role will be responsible for supporting the expansion of WCC's infant mental health work (trainings, direct service, groups, etc.) to reach a broader population, especially tapping into educational settings such as family child care provider homes; provide limited case navigation services and expertise/consultation to other case navigators/managers; conducts community outreach and participate in coordination of family events as needed.

### **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, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide trauma-informed care trainings to home-based early education providers to improve understanding of at-risk children's emotional needs and behavioral interventions
- Assist with identification and linkage of children in family child care home provider settings who would benefit from infant mental health and early childhood mental health interventions
- Provide psychoeducation about developmental trauma and parenting strategies that support emotion regulation to parents of the children in provider homes
- Provide early childhood mental health consultation to families of children with emotional and behavioral challenges
- Support capacity building in early childhood mental health consultation for WCC in all program settings as well as in community partner programs
- Assist the WCC Infant Mental Health (IMH) program administrator in providing trainings and supervision to trainees
- Provide case management services to clients in the Prevention and Aftercare program in the location most appropriate for the family
- Conduct outreach and engage child care providers to provide services beyond WCC's current network of child care providers
- Develop relationships with other educational settings in the community that might benefit from ECMH consultation services.

**SECONDARY JOB DUTIES:**

- Provide limited case navigation services to clients in the Prevention and Aftercare program and associated activities including conducting intake, developing service plan, administering outcome measures, and progress notes
- Attend staff meetings, individual and group supervision, case reviews, and trainings as needed
- Collaborate with key partner agencies for referrals, and parental support; ensure successful partnership and documentation of outcomes
- Maintain confidentiality of clients and obtain and maintain on file legal releases of information when needed
- Comply with all applicable federal, state and county regulations, policies and procedures
- Staff must believe in and act in accordance with both the agency's and the program's mission statements
- 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.

**QUALIFICATIONS & EDUCATION:**

- Master's Degree in Marriage and Family Therapy, Social Work, or Psychology required
- Current license in the state of California required, LCSW highly desired
- Two years post licensure and ability to provide clinical supervision to clinicians working towards licensure, and sign off on BBS licensing hours a plus
- 3 years working with Children and Families, or equivalent experience
- 1-year experience providing mental health consultation services in a 0-5 setting strongly preferred
- At least 2 years' experience working with 0-5 population, specialty training with that population preferred
- Bilingual – English/Spanish required
- Ability to work in a supportive team environment
- Requires a high level of creativity, resourcefulness and flexibility
- Ability to work and communicate with a diverse group of families
- Experience with community outreach, event organizing, working with families and children in a community setting preferred
- Knowledge of child abuse/neglect prevention
- Excellent written and oral communication skills
- Home visitation experience desired
- Knowledge of community resources and experience with interagency collaboration preferred
- Ability to work independently, flexible, strong organizational skills, and commitment to teamwork
- Basic computer skills required – Word, Excel, Software applications
- 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.
- Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption
- Successful completion of pre-employment physical, PPD risk assessment, proof of immunizations for pertussis, measles and influenza
- Class "C" driver's license, proof of insurance, a safety record acceptable to CAA, and reliable transportation required

*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](http://www.COAnet.org) to learn more about COA Accreditation.*

**FOR CONSIDERATION:**

- Send cover letter and resume to [hr@westsidechildrens.org](mailto:hr@westsidechildrens.org)