



WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.
Conway, South Carolina



Job Description

JOB TITLE:	<u>DISABILITY/MENTAL HEALTH MANAGER</u>	GRADE:	<u>9</u>
COMPONENT:	<u>HEAD START</u>	DATE REVISED:	<u>01/26/2018</u>
REPORTS TO:	<u>HEAD START DIRECTOR</u>	STATUS:	<u>EXEMPT</u>

I. INTRODUCTION: Under general direction of the Head Start Director, using complex analytical judgment, coordinates and implements all activities of the Disabilities and Mental Health components providing opportunities for children with special needs to become effective members of their families and communities.

II. DUTIES AND RESPONSIBILITIES:

1. Develops and implements approved strategies for achieving the disabilities and mental health component objectives as outlined in Head Start Performance Standards and work plan.
2. Coordinates the implementation of IEP's (Individualized Education Plan) and a balanced program of activities with Education Manager to insure that the special needs of children are met.
3. Develops and implements a comprehensive program to train parents and staff in identifying, understanding and overcoming the barriers of children with special needs; methods for enhancing their development; products and services available for special needs children.
4. Develops and implements comprehensive activities that will enable parents and staff in identifying and understanding children with special needs and to be supportive of the development of those children.
5. Monitor and evaluates the educational/social/mental experiences of children where possible and maintains complete records of each child's progress accomplishments.
6. Maintain an up to date list of services available for children with special needs including methods and equipment.
7. Monitors the physical environment at centers to insure that the 504 Disability Regulations are complied with and that all safety and health standards are maintained.
8. Coordinates the development and implementation of the IEP (Individualized Education Plan) for children with special needs.
9. Advocate for the needs of the disabled in all sectors of the community.
10. Prepares all required reports, forms, client data files, etc. as required.
11. Purchase necessary equipment, furniture, etc. for children with special needs.
12. Assist in the coordination of the screening of all children to identify those that require special services.
13. Conducts home visits parent conferences for children with special needs and atypical behavior as needed.
14. Contract a mental health professional who is knowledgeable about the children served.
15. Monitor and coordinate the mental health professional's activities.
16. Develop disability mental health plan in coordination with the health professional, policy council, other content managers and staff.
17. Track/monitor mental health activities contained in the mental health plan.
18. Assist with Health Services Advisory Committee.

19. Make certain that accurate mental health records are kept and ensure confidentiality.
20. Maintain updated/current knowledge of American Disabilities Act (ADA) requirements.
20. Identify and work with available mental health resources in the community (LEA and other agencies that serve children with special needs).
21. Advocate for mental health within the Head Start Program.
22. Coordinate with other content coordinators on issues relating to mental health.
23. Attend workshops, seminars, pre-service and in-service trainings, etc. as required and follow an individual professional development plan.
24. Assist with increasing in-kind services and donations each year.
25. Such other duties as are assigned within state and federal guidelines.

III. QUALIFICATIONS:

A. NECESSARY (Entry Requirements):

1. Bachelor's Degree preferably related to one or more of the disciplines of mental health and disabilities and a minimum of five (5) years experience in working with disabled children.
2. A minimum of three years' experience in techniques and methods for identifying children with special needs and methods for overcoming those disabilities.
3. Ability to communicate effectively both orally and in writing.
4. Minimum of two years' experience in establishing and maintaining collaborative working relationships with other organizations, groups, etc.
5. Valid driver's license or reliable transportation.
6. Able to attend overnight meetings.
7. Must have basic computer skills.
8. Able to lift 25 pounds.
9. Must be able to pass a SLED/FBI criminal background check
10. Must be able to pass a Central Registry Check.
11. Must be able to pass a drug screening.
12. Must be able to pass a Staff Health Assessment for Caring for Children.
13. Must have a Tuberculosis Certification.
14. Must be able to communicate effectively with children, staff, and parents.

B. DESIRABLE:

1. Masters Degree in Special Education.
2. Considerable knowledge (at least two years' experience) of the government regulations and guidelines for operation of the Head Start Program.

IV: MOBILITY:

Upward-----Head Start Director
Lateral-----Content Area Manager
Downward-----Center Supervisor

V: HOURLY RANGE: \$19.59-29.30

SIGNATURE

DATE

Policy Council Approval: _____January 18, 2018_____

Board of Directors Approval: _____January 26, 2018_____