

Trumbull Community Action Program

Job Description

Title of Position:	Early Childhood Behavioral Specialist
Responsible To:	Mental Health Manager or Head Start Director
Employee Type:	Full Year, Full Time, and Hourly

General Summary of Position:

The Head Start Early Childhood Behavioral Specialist is responsible for onsite observation, staff support, coaching, and engagement with children in the classroom to support the mental health progress of children in accordance with the Head Start Program Performance Standards (HSPPS) and related regulations.

Primary Duties and Responsibilities of the Position:

- Conduct ongoing behavioral observations providing timely feedback to the classroom staff and parents/guardians.
- Provide individualized coaching support in behavior management and guidance implementing/modeling developmentally appropriate best practices, Conscious Discipline strategies, and Flip It strategies, meeting the needs of children and classroom staff.
- Support the development of intervention plans with strategies and goals that are relevant to expressed concerns of staff and families, and then support the implementation of those strategies, and conduct reviews on a regular basis to assess progress.
- Support the completion of assessments and follow up accordingly to support growth and development of children and families (including but not limited to Ages and Stages Questionnaire (ASQ)).
- Assist in the planning, support, and implementation of the mental health curriculum.
- Ensure all documentation relating to job duties is accurate and submitted in a timely manner.
- Assist the Education Team as needed. Develop and maintain positive and professional relationships with TCAP staff, children, and families.
- Maintaining strict adherence to TCAP Code of Conduct and TCAP Policies and Procedures including being a Mandated Reporter.

Secondary Duties and Responsibilities of the Position:

- Responsible for review and support of ongoing assessment data (such as but not limited to ASQ) for children referred to or receiving mental health services.
- Review and use child/family, classroom, and program data to support growth and development for children and families such as but not limited to coaching goals and ASQ data.
- Provide the Mental Health Manager or supervisor with required information, reports, and a summary of mental health concerns impacting children and families within assigned deadlines as well as any other reports requested by Head Start management or supervisor. All data must be accurate.
- Will travel to centers throughout the county to support classrooms on a regular basis and as needed.
- Occasional exposure to severe weather, heat, communicable diseases, loud noise, blood, and other bodily fluids.
- Occasionally attend functions or perform duties outside of normal working hours.
- Must complete required health and safety training for licensing.
- Must attend specialized professional development to continue improving skills related to the position especially in the areas of Conscious Discipline and social-emotional development as requested.

Early Childhood Behavioral Specialist Job Description

Page 2

- Maintain current knowledge of HSPPS and Daycare Licensing Regulations.
- Create and maintain an Ohio Child Care Resource and Referral Association (OCCRRA) account.
- Assist in the recruitment and registration of potential program participants county wide.
- Other duties as assigned by TCAP management in fulfillment of the goals and mission of TCAP.

Qualifications:

- A bachelor's degree in early intervention, Social Work, or Counseling is required.
- A minimum of two (2) years of experience in early childhood education, childcare, or pediatric mental health related environments.
- Must be CLASS Reliable within the first twelve (12) months of employment.
- Ability to successfully complete the State of Ohio Early Childhood Mental Health Credential within the first eighteen (18) months of employment.
- Willingness/ability to work in a team environment.
- Must be able to maintain strict confidentiality.
- Must have excellent verbal and written communication skills.
- Must be able to remain organized and flexible.
- Excellent attendance, punctuality, and professionalism.
- Proficiency in general computer functions such as but not limited to Microsoft Office Suite.
- Must be able to work without direct supervision, with initiative, self-discipline, and accountability.
- Must be able to lift at least fifty (50) pounds, and physically capable of working in a preschool classroom environment, including but not limited to standing, walking, kneeling, bending, and squatting.
- Must be culturally sensitive and able to work with individuals with various backgrounds.
- Must possess a valid Ohio Driver's License, show proof of insurance, reliable on-site transportation, good driving record, be free of communicable disease, and able to pass pre-employment background checks, and pre-employment and random drug screenings.

Salary and Benefits:

Salary range is contingent upon experience and available funding. Benefits including hospitalization and agency pension plan are also available after successful completion of employment probationary period.

I have read and understand the above job description. I attest that I am able to perform these essential job functions, I understand my status and duties as a Mandated Reporter, and that I meet the requirements of this position. I further agree to satisfy the expectations of the position. I understand that I am expected to be in regular attendance at work. My signature confirms that I agree to abide by the terms of this job description.

Printed Name

Signature

Date