

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## EARLY CHILDHOOD MENTAL HEALTH CONSULTATION CLINICAL SUPERVISOR – EARLY HEAD START / HEAD START

**POSITION SUMMARY:** The Clinical Supervisor holds clinical and administrative responsibilities within the Early Childhood Mental Health Consultation (ECMHC) program. The Clinical Supervisor provides and supports the provision of early childhood mental health consultation within Kidango early care and education centers across three Bay Area counties. The position includes providing reflection-based clinical supervision to a team of licensed and other eligible ECMHC consultants.

### **POSITION OVERVIEW:**

- Employment Type: Full time/Exempt
- Salary: Commensurate with experience
- Location: San Jose or Fremont Office
- Job Category: Administration
- Reports to: Vice President or Clinical Director of Early Childhood Mental Health Consultation and Training Department
- Supervises: Early Childhood Mental Health Consultants

### **PRIMARY RESPONSIBILITIES:**

1. Act as a critical leader on the team and work collaboratively with the vice president and clinical director in the day-to-day oversight of ECMHC services to staff, children and families.
2. Learn, master and support the implementation of Kidango's model of ECMHC and its underlining mental health perspective, theory of change, consultative stance, standards of practice, scope of activities, as well as programmatic processes and procedures.
3. Establish and maintain strong collaborative relationships with staff across departments particularly with center staff served by the consultation team.
4. Ensure the quality of work meets clinical, program, organizational, productivity, confidentiality, mandated reporting and HIPPA standards.
5. Provide individual and group reflective supervision to consultation staff that is marked by atmosphere of reflection and collaboration. Support consultation staff's in their provision of a multi-tiered consultative approach that includes system, program, center and child-level consultation.
6. Provide regular programmatic guidance that includes discussion and feedback about referrals, case consultation, documentation, timeliness, deadlines, professionalism and other performance expectations.
7. Provide oversight of consultation center assignments including staffing, communication and other consultative supports.
11. Participates in Kidango's Quarterly Grantee Health Service Advisory Committee Meetings (HSAC). Highlights Mental Health interventions and methods. Provides guidance on program goals.
12. Enhance staff and family's Trauma Informed Care knowledge and approaches.

13. Attend monthly partner meetings with EHS-HS Sub-contractor, YMCA of the East Bay as EHS-HS Mental Health Content Specialist. Provide guidance of consultation model and ensure compliance of Mental Health Head Start Performance Standards (HSPPS).
14. Manage and enter Mental Health PIR data into Grantee Child Plus Software.
15. Contribute to the department's data collection procedure and assist with data reporting. Support the development and implementation of program evaluation and outcome measurement procedures.
16. Attend Policy Council Meetings and general Parent Meetings to provide resources to Kidango families.
8. Manage the referral process for child-specific consultation and support consultants with caseload management.
9. Manage the referral process including tracking and reporting for community-based therapeutic and other services, as needed.
10. Maintain center assignment and provide direct consultation services with staff, children and families, as needed.
11. Support or intervene with mental health or behavioral crisis as arise, including with situations related to mandated reporting and any suspected child abuse adhering to laws and regulations.
12. Contribute to the department's data collection procedure and assist with data reporting. Support the development and implementation of program evaluation and outcome measurement procedures.
13. Assist with the delivery of trainings, as needed, on a range of early childhood mental health topics for consultation team and other internal agency staff.
14. Attend supervision, trainings and other meetings as required for the program.

**POSITION QUALIFICATIONS/REQUIREMENTS:**

- Clinical licensure as a MFT, LCSW or psychologist in California for at least 2 years required.
- Master's degree or higher in psychology, social work or related behavioral science field required.
- At least 3 years of clinical supervisory and/or program management experience using a reflective practice approach required – preferably within an early childhood mental health program.
- Experienced with leading staff including giving constructive feedback, managing performance and completing performance appraisals.
- At least 3 years of direct clinical service providing early childhood mental health assessment, diagnosis and treatment to children and families ages birth to 5 required.
- Practice from a bio-psycho-social clinical approach, inclusive of ecological, attachment, trauma, neuroscience and developmental theories and rooted in infant mental health philosophy and principles.
- Endorsement as an infant/family early childhood mental health specialists/reflective practice facilitator or reflective mentor highly preferred.
- Documented education or training in infant mental health, early childhood mental health and early childhood development including evidence-based, trauma-informed models (i.e. Child Parent Psychotherapy).
- Familiarity with school-based mental health consultation in early care and education settings such as Early Head Start, Head Start, and state-preschool programs.
- Bilingual highly preferred particularly Spanish (Other languages also needed include Farsi, Vietnamese, Mandarin, Tagalog).

**OTHER QUALIFICATIONS/REQUIREMENTS:**

- Demonstrate understanding of early childhood mental health consultation as building the mental health capacities of teachers, staff, families and others who care for young children and utilize the principles of the consultative stance in the oversight and implementation of the program.
- Demonstrate the value of self-reflection and practice the examining of one's own values, beliefs, assumptions, biases and experiences and how influence what bring to the consultative work, relationships and interactions. Ability to assist others in self-reflection and perspective-taking.

- Ability to develop trusting and collaborative relationships with supervisees to support their professional growth and program quality.
- Show flexibility and comfort working in natural settings including homes and early care/education classroom settings. Occasionally, work evenings and/or weekends.
- Ability to support the mental health of infants, young children and the adults who care for them.
- Understand and embrace multidisciplinary approaches for working with young children, families and other caregivers and staff.
- Understand typical and atypical growth and development of young children. Understand cultural variations in development, teaching practices, childrearing practices and caregiver expectations.
- Respect diversity and embrace working with multi-cultural communities.
- Understand the influence of power, inequity and oppression as related to adult and child behavior and relationships.
- Communicate respectfully and maintain effective relationships with all staff, partnering agencies and other stakeholders.
- Ability to provide leadership, accept responsibility, set goals, work independently and in cooperation with others.
- Professional, self-motivated and self-directed.
- Effective and strong communicator. Ability to communicate clearly in English both verbally and in writing. Ability to write concise, informative written information in a timely manner as needed within the position.
- Ability to exercise good judgment clinically, legally and ethically and willing to consult with supervisor as needed. Ability to make decisions and multi-task.
- Possess basic knowledge related to public regulations and guidelines governing the operations of behavioral health programs.
- Position requires travel to various locations within Santa Clara, Alameda and Contra Costa counties.

**COMPANY WIDE JOB REQUIREMENTS:**

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

**ADMINISTRATIVE WIDE DEMANDS:**

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- The role will require long periods of standing, walking, and sitting.
- This role will involve possible frequent and long periods of driving between locations.
- This role will involve a range of movement and motion such as bending, twisting, sitting on floor, and interacting with young children in indoor and outdoor settings.
- The ability to lift up to 20lbs and take stairs may be needed during some job duties.
- The employee will be required to use hands for computer work, answering phones calls...etc.

**\*\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions \*\***

**Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position, please complete an application at <https://www.kidango.org/Careers>

You may submit your resume along with an application.

Please note that you are not considered an applicant until you have completed an application for employment.