

THE NAVAJO NATION  
Department of Personnel Management  
**JOB VACANCY ANNOUNCEMENT**

Requisition No: DOE7709620  
POSITION NO: 241367  
CLASS CODE: 3651

Date Posted: 07/06/09  
Closing Date: OUF

POSITION TITLE: HEAD START MENTAL HEALTH COORDINATOR

DEPARTMENT NAME: Navajo Head Start

DEPARTMENT NO: 770 WORKSITE LOCATION: Crownpoint, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N640A

Days: M-F

Permanent:

SALARY:

Hours: 8:00-5:00

Temporary:

Duration: \$36,753.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$17.67 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Incumbent will coordinate, implement and monitor all mental health series for Head Start and Early Head Start program with local and state health providers, as well as Indian Health Service. Incumbent will create and implement all Behavior Intervention Plans and manage the process that include providing an environment and system to foster healthy social / emotional development of the child.

Incumbent will plan, design and implement mental health education for children, parents and staff in accordance with federal Head Start / Early Head Start Mental Health mandates and regulations. Incumbent will develop, teach, and model wellness strategies/coping skills, and provide technical assistance and training for Head Start / Early Head Start and Agency staff and parents in collaboration with other mental health professionals and agencies. Periodic conferences and support group meetings for parents and staff will be scheduled and facilitated by the Mental Health Coordinator.

Monitor, file, and record all Mental Health Tracking data, Social/Emotional statistical data and all Behavior Improvement Plans and meeting notes. Establishes and implements a parent education plan for mental health topics, and provides a referral system for staff, parents, and other agencies to collaborate regarding mental health services for children or their families. Referral system will include follow-up on the following services: treatment services provided, crisis intervention/prevention services, psychiatric referrals, arranging transportation services for families, assisting families with referrals for public assistance benefits, and referrals for traditional practitioner services for families.

Visits Head Start and Early Head Start sites and complete home visits to collaborate with parents and families in strengthening and maintaining a healthy parent-child relationship. Develops Behavior Intervention Plans for children in collaboration with staff, parents and other mental health professionals/providers to identify difficulties and provide a plan to assist the child and/or their family to build a healthier environment for their child. Complete observations and follow-ups with children to assess and identify any changes in the child's social interactions, physical appearance/health, and behavior in order to provide preventive services to the child and family. The Mental Health Coordinator will review, evaluate and interpret records and information for parents and staff regarding mental health documents relating to the child and family. Prepares required reports and keeps current with best practice through training and other professional development activities. All documents will be filed and maintained to insure confidentiality according to federal mandates and laws regarding mental health documents.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

Bachelor's Degree in Social or Behavioral Science, Psychology or closed related field; and

**Experience:**

Four (4) years of experience in childhood cognitive development and providing mental health services; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

**(to receive credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)**

**License/Certification Requirements:**

Must pass a criminal background check, fingerprinting and employee assessment prior to employment; and must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a First Aide Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 08-16-02**