

Centennial Mental Health Center, Inc.
Job Description

Job Title: Early Childhood Specialist
Reports to: Regional Operations Director
Status: Exempt

Job Class: Program Delivery
Grade: 8

POSITION SUMMARY

Plans, coordinates, and implements specialized services to children ages 0-5 through community agency consultations, training, and program development. Provides training and supervision to Centennial clinical staff in the area of early childhood issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Establishes on-going collaborative relationships with agencies and organizations providing services to children ages 0-5.
2. Conducts community needs assessments for early childhood population.
3. Develops Memorandums of Understandings with key community and regional stakeholders.
4. Researches and trains internal and external agency staff in Evidence Based Practices in early childhood population.
5. Monitors center-wide services and programs to early childhood population.
6. Participates in training programs provided through Colorado Division of Mental Health.
7. Furnishes monthly and quarter-annual reports as requested by DMH.
8. Maintains timely records and data collections for measuring goals and outcomes of early childhood programs and services.
9. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Clinical and administrative supervision of program clinical staff. Administrative supervision of program support staff.

JOB REQUIREMENTS

EDUCATION

Masters degree in psychology, or social work with emphasis on children & families preferred. Will consider BA with early childhood education experience/consultation and training.

CERTIFICATES, LICENSES, REGISTRATIONS, SPECIAL SKILLS

Licensed in the State of Colorado as LCSW, LPC, LMFT or Ph.D

EXPERIENCE, KNOWLEDGE, SKILLS

Extensive clinical background in working with early childhood and family issues. Ability to form and work closely with community coalitions. Knowledge and skill sets directly related to prevention, intervention, and treatment of young children. Specific training in assessment and treatment planning, including knowledge and practice-based experience with evidence based models of care.

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities.

Employee Signature

Date

Administrative Supervisor

Date