



Job Title: Mental Health Professional 1- Family Navigator **Job Class:** Program Delivery
Reports To: Program Supervisor **Grade:** Grade 6
Status: Non-Exempt

POSITION SUMMARY

Plans, coordinates, and implements specialized services to children ages 0-8 and their caregivers through community agency consultations, training, and program development.

CORE RESPONSIBILITIES

- Active outreach, family and community engagement to foster the well-being of children, parents, and caregivers impacted by COVID-19 from July 1, 2020 to June 30, 2021
- Establish on going collaborative relationships with agencies and organizations providing services to children ages 0-8
- Intentionally employ best practices to support equity in service provision to at risk and underserved populations including but not limited to service provision in diverse settings (rural, immigrant/migrant, tribal, refugee, experiencing homelessness, persons with disabilities, food insecurity, and history of trauma or adversity)
- Coordinate care, assisting families to access agency programs and services as well as outside community resources
- Provide information and connection to community resources and public benefits
- Attend professional development opportunities and advanced training at the request of the Office of Early Childhood Early (OEC) Childhood Mental Health program such as psychological first aid, trauma-informed care, grief and loss, diversity, inclusive and equitable practices, early childhood classification of mental health and developmental disorders, and associated assessment tools; Required statewide application of this knowledge to foster the well-being of children, parents, and caregivers impacted by COVID-19 and build local capacity to provide sustainable supports for children’s social emotional development and mental well-being
- Participate in reflective supervision at the direction of the OEC ECMHC program
- Knowledge of the ECMHC model of service delivery, engage with the state data system, and assist with additional data collection as needed
- Maintain accurate and timely records consistent with Center standards
- Performs other job duties as assigned by supervisor, Program/Clinical Director or Executive Director

EDUCATION

License eligible Master’s preferred or Bachelor’s degree required in Psychology or Social Work with emphasis on children and families, IMH-E® Infant Family Specialist preferred

SKILLS, KNOWLEDGE, AND ABILITIES

Fluency in Spanish and English preferred. Must have skills in relationship building; be sensitive to cultural differences; have enhanced competencies when working with families, children and staff from various backgrounds. Ability to form and work closely with community coalitions. Knowledge and skill sets directly related to prevention, intervention and referral for treatment of young children.

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities and the core competencies that are needed to complete my role.

Employee Signature

Date

Supervisor Signature

Date