



Rocky Mountain SER is looking for caring, nurturing, responsible, and loving individuals to work with our children!

Why choose Rocky Mountain SER?

- *The opportunity to make a difference!*
- *Industry leading benefit package for employees!*
- *Training and continuous learning and development opportunities for staff!*
 - *Children Learn, Play, and Grow with us!*
- *Potential for tuition and credential financial assistance!*
 - *We provide **Education for the Future!***



We are seeking a **Disabilities and Mental Health Manager** for our Agency.

This is a regular **Full-Time Year-Round** position. We offer excellent benefits including generous annual paid-time off allotment, paid holidays, paid winter break, medical, dental, vision, and supplemental benefits, and 401(k) employer matching program.

Under the general direction of the Health and Nutrition Coordinator this position has primary responsibility for the coordination, monitoring and compliance of child development, special education and mental health services in the Agency's Early Childhood Education program that adhere to all applicable Head Start Performance Standards.

DUTIES & RESPONSIBILITIES

- Implements Federal Guidelines and Performance Standards as well as state and local regulations as they apply to the delivery of disabilities and mental health services.
- Serves as a liaison with the local school districts and/or Local Education Agencies (LEA) to facilitate coordination of program services.
- Monitors the disabilities interagency agreements to assure that specified services are delivered and that services comply with the appropriate Federal and State guidelines and Head Start Performance Standards.

- Assists in the development of Disabilities and Mental Health Work plans integrating all relevant Early Childhood Program Component areas and in consultation with staff, parents and policy group members.
- Assists in the coordination of child assessments and developmental screenings. Assists with procuring and distribution of materials, monitoring time lines, and setting up training for timely inclusion of scores into system data base.
- Assists Education staff in developing a timely process of evaluation, identification, and referral of children with disabilities or mental health needs for appropriate intervention services.
- Assists in the development and monitoring of a referral and service system for children requiring further evaluation including observations, parent meetings, assessment, development of IEP's and provision of identified services.
- Coordinates with an interagency team including appropriate LEA personnel, Head Start Teachers, and other key staff and parents in completing the staffing process and regularly overseeing the progress of children in the disabilities program.
- Assists in the determination of technical support and training needs for the implementation of an appropriate disability component; assists in the organization and provision of trainings; disseminates information about resources, intervention strategies, and resource agencies.
- Coordinates with mental health consultants and other staff for the timely assessment and referrals of children and families in need of mental health services.
- Facilitates appropriate transitioning activities in assisting children and parents in the transfer process to public schools or other appropriate programs.
- Provides professional and technical assistance to Head Start Staff and parents regarding best practices in working with children with disabilities.
- Responsible for all requisite authenticated records and reports necessary for tracking all component services delivered.
- Provides information and leadership ensuring parents are fully informed of their rights under IDEA and promotes activities in promoting family self-advocacy, both within Head Start and with other agencies.
- In conjunction with the Health and Nutrition Coordinator, represents the component on appropriate committees, work groups or community agencies deemed important to the mission of the Agency's Early Childhood Program.
- Provides Health and Nutrition Coordinator with component problem solving, monitoring, and evaluation of disability/mental health services.

EDUCATION REQUIREMENTS

- Bachelor's degree in Early Childhood Special Education or other closely related field required.

SKILL AND EXPERIENCE REQUIREMENTS

- Minimum of two (2) years of experience in the development and implementation of Individualized Education Plan's (IEP) and the provision of services to children with disabilities.

- Experience in transdisciplinary approach to assessment and delivery of services to young children.
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- Ability to react with flexibility and sensitivity to changing situations and needs; act resourcefully to solve problems.
- Demonstrates ability to express the appropriate sense of urgency in dealing with situation that require additional resources and assistance.
- Must have intermediate to advance knowledge of MS Office (Excel and Word), email and data collection systems that support children and family case management.
- Must exhibit strong attention to detail and accuracy.
- Must have excellent communications skills (verbal, non-verbal, written, etc.).
- Demonstrates sense of urgency and mindful of deadlines with multiple and competing priorities.
- Skill in using the principles and practices of collaborative leadership and consultation to communicated information and develop an effective team approach on all levels.
- Skill in independently adapting, interpreting, and applying written guidelines and standardized work practices to a variety of situations.
- Knowledge and skills in family dynamics, general psychological principles, child abuse, crisis intervention, interviewing/counseling techniques, and problem solving.
- Ability to apply knowledge of community outreach skills and experience and familiarity with community services and resources for families.
- Ability to speak in group setting for training, presentations, etc.
- Must consistently demonstrate the utmost in confidentiality, professionalism, and respect to staff, community and all families.
- Experience in interacting with children and families that represent various backgrounds.
- Ability to relate with diverse family models and groups; maintain cooperative and effective relationships with staff, families and community agency representatives.
- Ability to multi-task and manage time effectively.
- English proficiency (reading writing, speaking) is required for all positions. Bi-lingual (English and Spanish) is an asset but not required.

SCREENING REQUIREMENTS:

Pre-employment criminal records check and drug test required.

To meet Head Start and Child Care Licensing Standards all staff must submit the following upon hire:

An initial medical statement, signed and dated by a licensed physician or other health care professional, verifying that the employee good health appropriate for their position. This statement must be dated no more than 6 months prior to employment or within 30 days after the date of employment. A subsequent medical statement every 3 years.

Results of a Tuberculosis Test within 30 days after the date of employment. Subsequent testing requirements must be submitted as required in writing by a physician or other health care professional.

Finger print card for submission to Colorado Bureau of Investigation within 5 days of employment. The cost for the submission to CBI is the responsibility of Rocky Mtn. SER. If you

have lived in Colorado fewer than 24 months your fingerprints will be sent to the FBI. A criminal record check will be performed pursuant to 7.701.33 of the General Rules for Child Care Facilities for the state of Colorado. Staff whose background check is not in compliance with the regulations will be terminated. Staff must submit a request for review of the Central Registry of Child Protection within 10 days of employment.

Motor Vehicle Record (MVR) and Valid Driver's License (for utilization of company car; in addition, if MVR is not acceptable according to RMSER insurance policy standards, employee will be required to utilize their personal vehicle for business travel and must also provide proof of personal motor vehicle insurance.

FLSA: Exempt

Benefits Eligible: Yes

**To join our team, please send resume and cover letter to
resumes@rmser.org**



RMSER is an Equal Opportunity Employer