

# Big Sandy Area Community Action Program is looking for Mental Health Manager to join our Head Start team.

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**Position Summary:** A Mental Health Manager will assist in the organization and administration of mental health services for Head Start children throughout our five-county service area.

## **Job duties and details:**

- Carries out goals, policies, and activities designed to implement mental health services objectives and Head Start Performance Standards
- Evaluates the effectiveness of programs and staff by periodically completing CLASS and ECERS observation tools and assigned monitoring functions on the agency data tracking system (COPA)
- Identifies appropriate mental health resources and establishes working relationships with local mental health providers.
- Schedules and coordinates services of the mental health consultant employed or contracted by the program to provide related services to children, parents, and staff.
- Assist in development of materials and provide orientations and training for staff and parents.
- Maintain appropriate records of mental health services.

## **Qualifications:**

- Bachelor's degree in Human Services or related field.
- Strong knowledge of principles of child development, social work or counseling.
- Ability to utilize agency resources to appropriately answer questions and provide guidance to staff and parents.
- Ability to travel to classrooms in a five-county area and monitor teaching staff to assure the effective implementation of early childhood principles.
- Strong interpersonal and professional skills including but not limited to: professional appearance, communication orally and in written form, listening, time management, punctuality, and dependability.
- Valid driver's license and some travel required
- Hire subject to Head Start policies on background check and drug screening

### **Starting Salary**

\$16.21 per hour

### **Benefits**

- Health, Vision, and Dental insurance
- Life Insurance
- Kentucky Retirement (CERS)
- Generous paid time off, including 13 paid holidays
- Mileage reimbursement for required travel

**Qualified applicants may submit resumes or applications to [hr@bsacap.org](mailto:hr@bsacap.org), may fax to 606 789-3390, or mail to BSACAP HR Manager 230 Court Street, Paintsville, KY 41240**

*Big Sandy Area Community Action Program is one of a network of more than 1,000 Community Action organizations located across the United States committed to fighting poverty by empowering individuals.  
An equal opportunity employer.*

