



JOB TITLE: Mental Health and Disabilities Coordinator

PROGRAM: Early Head Start-Child Care Partnerships

STATUS: Full-Time (non-exempt)

REPORTS TO: EHS Director

HISTORY and MISSION

The Youth Policy Institute transforms Los Angeles neighborhoods using a holistic approach to reduce poverty by ensuring families have access to high quality schools, wrap-around education and technology services, enabling a successful transition from cradle to college and career.

Since the 1990's, YPI has successfully blended multiple funding streams and partnerships to saturate Los Angeles communities with critically needed services. YPI currently operates a \$41 million budget and places more than 1,200 staff at 125 service sites throughout Los Angeles. YPI provide programs and services to more than 100,000 clients each year.

SUMMARY

The MH and Disabilities Coordinator works with parents, community agencies and caregivers to ensure enrollment of children with disabilities in appropriate programs. Collaborates with mental health providers to determine best placement for children with behavioral or social-emotional needs. Responsibilities may include but are not limited to:

ESSENTIAL FUNCTIONS

- Ensures compliance with performance standards and YPI policies and procedures.
- Ensures parent engagement in the disabilities services programs and activities
- Responsible for developing and maintaining partnership agreements with community agencies that provide mental health and/or disabilities services to children and families.

- Ensures timely and accurate follow up, recording and reporting of data to Federal and State authorities.
- Ensures disabilities/Mental health referrals are processed and submitted to Regional Center, mental health agencies and Local Education Agencies (LEAs) within the established YPI timelines.
- Attends IFSP/IEP/MH meetings
- Review and revise as needed YPI disabilities and MH written plans
- Serves as a liaison with community programs that provide disability and mental health -related services low-income families.
- Works collaboratively with other service area staff to ensure screenings and observations are conducted within the timelines, record-keeping requirements are met, and that referrals are completed for any child whose results indicate need for further evaluation
- Conducts behavior and developmental observations and consultations of classrooms, staff, staff and children as requested through the referral process or as assigned to support additional information for referrals.
- Provides guidance to teaching staff on the integration of activities and strategies listed on the IFSP/IEP
- Participates in case management, multi-disciplinary team (MDT) and Disabilities Service Area meetings with staff, teachers, community members and/or parents.
- Participates in planning and/or convening the Health Services Advisory Committee. Participates in annual refunding applications, budgets, program area plans, program self-assessment and community assessment.
- Participates on recruitment of children and families
- Other duties as assigned

QUALIFICATIONS

- Associate Degree; BA preferred in Social Service area, (Psychology, Sociology, ECE or related field)
- Minimum of three years' experience working with low-income children and families with special or behavioral needs. Experience with Early Head Start preferred.
- Knowledge of Federal, State, and local guidelines and regulations pertaining to the Early Head Start program.
- Bilingual in Spanish and English preferred
- Must be comfortable working with diverse ethnic, racial, and religious backgrounds of the communities and must be able to effectively communicate with children and families of the community.
- Ability to maintain agency code of ethics and standards of conducts.
- Experience working with a Head Start or Early Head Start program preferred.
- Knowledge of diverse cultural, racial, and ethnic backgrounds.

- Excellent verbal and written communication skills which include the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Sensitivity to service population's cultural and socioeconomic characteristics.
- Ability to read, analyze, and interpret data, regulations and reports. Ability to write clear, concise. Must be able to produce correspondence, policies, procedures, forms.
- Must have intermediate knowledge of computer programs in a Windows environment, including Word, Excel and E-mail; Internet software; Spreadsheet; Word Processing and Power Point.
- Clear criminal record with the Department of Justice following a fingerprint screening
- Completed and signed statement of any pending and prior criminal arrests/charges/convictions related to child sexual abuse, child abuse and neglect, and/or violent felonies
- Successful completion of an initial health examination, performed by or under the supervision of a physician, to determine, at a minimum, if the prospective employee can perform the duties outlined in the position description
- Proof of the absence of Tuberculosis, from a physician, to show that the prospective employee is cleared to work with children and families dated within 60 days prior to hire date
- Must have access to reliable transportation to arrive to work site at scheduled time consistently. If applicable, will be required to provide proof of current California driver license, acceptable driving record (current DMV H6 printout), and current liability auto insurance.

BENEFITS

Medical, dental and vision benefits. Option to contribute to 403(b) retirement plan. Supplemental insurance available (Aflac)

APPLICATION PROCESS

Please visit www.ypiusa.org and apply online.

YPI is an equal opportunity employer.
www.ypiusa.org