

Job Code:	<b>MH1</b>	Division:	
Branch:		Department:	
Reports To:	<b>FAMILY SERVICE ADMINISTRATOR</b>	Pay Grade:	<b>Pay Grade M</b>
FLSA Status:	<b>Exempt</b>	Employee Type:	<b>FULLTIME 80</b>
Prepared By:	<b>HR DIRECTOR</b>	Date Prepared:	<b>07/20/2020</b>
Approved By:	<b>BOARD &amp; PC</b>	Date Approved:	

## Summary

Mental Health Advocate - MH1

## Essential Duties & Responsibilities

Recruit and enroll children and families in Mental Health Resources  
Complete process for children requiring special education services  
Ensure implementation of all federal and state regulations and laws that involve Mental Health  
Identify and obtain Mental Health services for children and families  
Coordinate and schedule classroom observations for children that may require Mental Health services  
Provide support to Head Start staff working with children receiving Mental Health services, as needed  
Develop, compile, and/or update Mental Health services information in Child Plus including children receiving Special Education services through an IEP  
Complete and analyze monthly reports in the areas of Mental Health and Disabilities at each Campus  
Track and Monitor Mental Health services at each assigned Campus (including children receiving Special Education services through an IEP)  
Maintain current and confidential family data and other records

## Other Duties

Attend meetings necessary to determine Mental Health needs/requirements at each assigned Campus  
Involvement with Head Start  
Contribute to Team effort by completing other duties as indicated

## Qualifications

Graduate of an accredited College with at least a Bachelor Degree in Social Work, or closely related field required  
College hours or 3+ years of office management/General Bookkeeping experience required  
Experience with Mental Health Services preferred  
Knowledge of Disability Health Services preferred  
Strong organizational skills required  
Computer literate -- experience with Word and Excel

## Supervisory Responsibilities

None

## Physical Demands

Sitting for long periods of time  
Some lifting  
Long periods of computer use

## Training

Annual in-service  
First Aid/CPR  
Any mandated training

## Decision Making

Exercise discretion and independent judgement

## Financial Responsibilities

Budget; Requisitions; Documentation of expenditures

## Communication

Ability to communicate effectively, both orally and written

**Benefit Summary**

Employee Type: FT 80  
Benefits: Full - Refer to Policy 301  
Leave Type: PL85  
Summer Admin: Full

**Equipment Used**

General office equipment

**Work Environment**

Campus

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Employee's Signature

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Date