

Healthy Living Counselor Consultant Position

East Missouri Action Agency, Inc. Head Start contracts with an independent licensed or certified mental health professional to consult with Head Start staff, families and children in eight counties for 385 service hours between August and May. Hours do not include travel time. Pay is approximately \$13,500.

Job Description

- A. Give Guidance Regarding Developmental Screenings
 - 1. Review '[Mental Health Screening Follow-up](#)' during each visit to every program.
 - 2. Observe children for whom there are concerns, discuss observations with staff and assist in developing a [Behavior Support Plan](#) where needed.
- B. Work Collaboratively with Parents
 - 1. Support parents' participation in any needed mental health interventions by being available to individual parents by phone, at the center, or in their home to provide parent education and/or short-term counseling on mental health issues.
 - 2. Provide parent training on an educational topic chosen by the Parent Committee to help parents better understand mental health issues that place families at risk, such as substance abuse, child abuse and neglect and domestic violence. Meetings frequently take place in the evening.
 - 3. Serve as a resource locator in obtaining needed services such as assessment and counseling for families. Make referrals.
 - 4. Facilitate access of services for Medicaid and non-Medicaid families.
- C. Consult with Staff
 - 1. Observe and/or interact in classrooms as requested by teachers either to focus on individual children, to observe the class in general and/or to model strategies. Provide an oral and written report of these observations on the date that they take place and follow-up with any needed training.
 - 2. Collect staff responses to "[Healthy Living Checklist](#)" during second visit to each program. Where responses are 'sometimes' or 'seldom/never,' suggesting that work or home problems may be interfering with their effectiveness as a teacher, work with the staff member, if they want to, to address underlying problems.
 - 3. Meet with staff on an as needed basis to discuss issues of concern to them. These issues could include promoting mental wellness of children and parents as well as working on mental health problems faced by children, parents and themselves.
 - 4. Train staff at each site during the second semester. Staff, as a group or individually, in each program choose a topic or topics in which they want training.
- D. Assist in Providing Special Help for Children with Atypical Behavior or Development
 - 1. For children with Behavior Support Plans, follow up with direct guidance to staff on how to implement prevention strategies, skills to teach child to replace problem behavior, and responses to problem behavior
 - 2. On subsequent visits review the Behavior Support Plan developed by the staff.
 - 3. Participate in the "Positive Intervention for Challenging and Disruptive Behavior Policy" process in situations where the initial Behavior Support Plan(s) are not successful.
- E. Assist in Design and Implementation of Program Practices
 - 1. Assist in developing a mental health work service plan with an emphasis on integrated service delivery.
 - 2. Review mental health screening protocol ([Social/Emotional Screen](#), DIAL-3 Parent Questionnaire, DIAL-3 Behavior Observations) to determine whether protocol is up-to-date and designed for age-appropriate preventative and primary mental health care.
 - 3. Participate on the Health Advisory Committee which meets twice a year.
 - 4. Consult on a regular basis with the Mental Health Specialist. Communication will include developing a calendar for site visits in the fall and the spring.
 - 5. Participate in an Area Coordinator/Program Specialist team meeting annually. Report on tabulation of staff responses to the "Healthy Living Checklist."
 - 6. Meet, as needed, with Area Coordinators to assist them in addressing staff needs and problems.
 - 7. Participate in a one to two hour planning session before the beginning of provision of services.
- F. Billing

While on-site, fill out the "[Healthy Living Counselor Center/Home-Based Visit Report](#)," include beginning and ending time and signature of staff with whom guidance was given. Leave a copy with the staff. Keep a copy and mail the third copy in with the bill.

Qualifications

- 1. Must be a licensed or certified mental health professional.
- 2. Must have insurance and name EMAA as co-insured.