



POSITION OPPORTUNITY

QUALITY SERVICE EDUCATION DISABILITY MENTAL HEALTH SPECIALIST

Would you like to make difference in the lives of Orange County's most vulnerable children?

As a non-profit organization, Orange County Head Start, Inc. (OCHS) serves preschoolers, infants, toddlers, pregnant women and families throughout Orange County, including families on public assistance, children with disabilities, from homeless and foster families, and teen parents. OCHS's programs and services promote school readiness, early reading, science, mathematics, social skills and physical development. Through the additional support of comprehensive services, including health, nutrition, mental health and family partnership building, parents are empowered as leaders and advocates for their children's education, families' success, and betterment of the communities.

Under general supervision, responsible for implementing education, disabilities and mental health monitoring for Orange County Head Start grantee and delegate agencies and providing related training and technical assistance.

ESSENTIAL JOB DUTIES

Implement monitoring process for education, disabilities and mental health services of the grantee and delegate agencies. Interpret and provide guidance on the Head Start Performance Standards and Orange County Head Start Service Area Plans, Policies and Procedures. Act as a resource to provide compliance clarification on monitoring findings for education, disabilities and mental health services as required. Assist Center Directors with the development of Corrective Action Plans to address any areas of noncompliance and conduct follow up with identified corrective steps. Provide technical assistance and training to staff in the areas of education, disabilities and mental health as determined by monitoring and training needs analysis. Perform all required data management to ensure monitoring outcomes and compliance documentation is accurate and up-to-date. Develop and maintain effective relationships with grantee and delegate agency staff. Proactively research and stay abreast with all relevant changes in related content areas including: Head Start Education, Disabilities and Mental Health Performance Standards, OHS Monitoring Protocol, OCHS Service Area Plans, Policies & Procedures, Title 22, Title 5, High Scope Approach, CLASS (Classroom Assessment Scoring System) and CSEFEL (Center on the Social and Emotional Foundations for Early Learning). Identify and document In-kind contributions to unit goals. In partnership with other Quality Systems staff, participate as assigned in agency events and special projects including the annual Self-Assessment, tri-annual Federal Review, staff trainings and unit projects.

Requirements: **Education:** Bachelor degree in Early Childhood Education, Child Development, Special Education or related field. Infant-Toddler specialization preferred. Equivalent combination of education and experience may be considered. A minimum of 5 years of related experience, preferably in Early/Head Start or other educational or social services organization. Experience with staff training/mentoring preferred.

We offer a salary range of \$23.00 to \$26.00 per hour and excellent benefits in addition to the opportunity to serve families and children in Orange County.

Apply now to join our team! Final filing date Friday, March 23, 2018 at 5:00 p.m.

Orange County Head Start, Inc.
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Santa Ana, CA 92705
For further information call (714) 241-8920.
Fax 949-596-8291
www.ochsinc.org
EOE

ORANGE COUNTY HEAD START, INC.

EQUAL OPPORTUNITY EMPLOYER

**JOB TITLE: *QUALITY SYSTEMS
DISABILITIES & MENTAL HEALTH SPECIALIST***

JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

JOB CODE: Pay Grade 4
EXEMPTION STATUS: EXEMPT

JOB PURPOSE SUMMARY

Under general supervision, responsible for implementing disabilities and mental health monitoring for Orange County Head Start Grantee and delegate agencies and providing related training and technical assistance.

ESSENTIAL JOB DUTIES

Implement monitoring process for disabilities and mental health services of the Grantee and delegate agencies.

Interpret and provide guidance on the Head Start Performance Standards and Orange County Head Start Service Area Plans, Policies and Procedures.

Act as a resource to provide compliance clarification on monitoring findings for disabilities and mental health services as required.

Assist Center Directors with the development of Corrective Action Plans to address any areas of noncompliance and conduct follow up with identified corrective steps.

Provide technical assistance and training to staff in the areas of disabilities and mental health as determined by monitoring and training needs analysis.

Serve as a SOS (Supporting Our Staff) coach to assigned center staff.

Perform all required data management to ensure quality monitoring outcomes are tracked and available for planning.

Develop and maintain effective relationships with Grantee and delegate agency staff.

Proactively research and stay abreast with all relevant changes in related content areas including; Head Start Disabilities and Mental Health Performance Standards, OHS Monitoring Protocol, OCHS Service Area Plans, Policies & Procedures, Title 22, Title 5, High Scope Approach, CLASS (Classroom Assessment Scoring System) and CSEFEL (Center on the Social and Emotional Foundations for Early Learning).

Identify and document In-kind contributions to unit goals.

In partnership with other Quality Systems staff, participate as assigned in agency events and special projects including the annual Self-Assessment, tri-annual Federal Review, Promising Practices, staff trainings and unit projects.

Non-Essential Job Duties

Perform similar and incidental duties as required.

JOB QUALIFICATIONS

Education: Bachelor's degree in Early Childhood Education, Special Education or related field. Equivalent combination of education and experience may be considered.

Experience: Minimum of 5 years of related experience, preferably in Head Start or other educational or social services organization.

Knowledge: Working knowledge of Head Start Performance Standards and other applicable laws; policies and procedures related to the implementation of Head Start programs; High Scope curriculum and adult learner training methodologies.

Language Skills: Excellent oral and written communication skills are required to work effectively with all levels of the organization.

Other Skills: Intermediate computer skills including the ability to use word processing, spreadsheet software packages and Email; must be able to prioritize and manage multiple tasks to meet stringent deadlines.

Abilities: Ability to work in a team oriented environment; build collaborative work relationships and work effectively with others.

Other Requirements: Must have a valid California driver's license and proof of insurance for driving to centers, meetings and training venues and successfully comply with Orange County Head Start's requirements relative to fingerprinting and criminal background checks.

REPORTING RELATIONSHIP

Reports to Quality Systems Manager

MAJOR BUSINESS/PROFESSIONAL CONTACTS

Frequent contact with OCHS managers and staff to answer questions regarding Head Start Performance Standards, Service Area Plans, Policies and Procedures, monitoring findings and compliance updates.

WORKING AND ENVIRONMENTAL CONDITIONS

Typically functions in an office setting with frequent travel to centers and delegate agencies.

PHYSICAL DEMANDS

Typically requires sitting for long periods of time for computer and telephone use.

Print Name

Signature

Date