

## **Child Care Solutions, Inc. Position Description**

**Title:** Infant Early Childhood Mental Health Consultation (IECMHC)

**Team:** Infant and Early Childhood Mental Health

**Status:** Exempt

**Updated:** Feb 2026

### **Reporting relationships:**

**Reports to:** Infant Early Childhood Mental Health Coordinator, who will assign and oversee the work of the Consultant. In addition, supervision on this project will occur across three levels: model adherence, data input, and reflective/data/group supervision. The additional supervision will be supported by the Early Care & Learning Council, and project consultants.

### **Summary Description:**

The Infant & Early Childhood Mental Health Consultant (IECMHC) will promote young children's social and emotional development by building the confidence, competencies and skills of caregivers, early care and education staff and systems. The IECMHC will provide a broad range of services focusing on supporting the relationships between children ages birth-5 years and the caregivers in their lives. Services include but are not limited to classroom and programmatic assessments, and consultation cycles to teaching staff, center directors, childcare providers, and caregivers. Guidance and project model structure is carried out in partnership with the Early Care and Learning Council and NYS OCFS. Overall, the goal of the IECMHC project is to utilize a collaborative, reflective and problem-solving approach, in order to reduce challenging behaviors, increase pro-social behaviors, impact occurrences of expulsions and suspensions in early care and education settings and improve the greater early-education culture.

### **Essential Functions:**

1. Offer consultation that reflects and respects the philosophy of early childhood mental health practices, the assigned program, and that is culturally responsive to the child, the caregiver, and the early care and education setting.
2. Assess strengths and challenges within the infant and early childhood setting/environment, as well as teacher/provider practice.
3. Support infant and early childhood staff in creating a prosocial learning environment, that is emotionally safe, responsive, and growth promoting by co-developing and implementing classroom plans, specifically designed for each classroom.
4. Share resources for social-emotional learning in early care and education environments.
5. Guide use of developmental, social and emotional screening tools.
6. Support infant and early childhood staff with classroom management strategies to promote the social-emotional development for children in their care.
7. Develop and conduct a continuum of training, technical assistance and coaching support for providers, caregivers, and community members

8. Maintain participation, service and evaluation records per agency and funder standards.
9. Stay current with research, regulations and best practice in the infant and early childhood education mental health fields.
10. Incorporate the perspectives of multiple communities, including communities of color, in consideration of the impacts and outcomes of the work.
11. Assist infant and early childhood programs in building appropriate referral networks and processes for connecting with outside community-based services.
12. Collaborate with early care and education program administration to develop inclusive policies for working with all children.
13. Collaborate with early care and education program administration to implement effective policies that promote effective self-care strategies for staff.
14. Participate in ongoing continuing education, which may include, but is not limited to the following topics: IECMH best/evidence-based practices, Adverse Childhood Experiences, Cultural Diversity & Humility, DC 0-5 Assessment, Early Childhood Mental Health Assessment and Strategies.
15. Complete all required documentation timely and accurately.
16. Attend all required supervision meetings including but not limited to: model, data, agency/ departmental
17. Participate in monthly data and evaluation support calls with outside partners to assure the consistent & accurate use of data collection systems.
18. Data analysis for interpretation & planning for quality improvement
19. Maintain documentation specific to position.
20. Maintain certification for all assessment tools
21. Maintain confidentiality of all client protected health information and adheres to all HIPAA related policies and procedures
22. Participate in external committees, task forces, community meetings, and visibility events as requested to promote the program, and to build professional practice networks, on local, regional, and/or nationally levels.
23. Participate in monthly IEMCH Consultation calls to build an effective statewide practice
24. Participate in outreach efforts in the community representing Child Care Solutions and its provider services.
25. Perform these responsibilities with the understanding that responsibilities and tasks may be modified or expanded over time.

***Professional Conduct:***

- Maintain confidentiality at all times regarding personnel matters, health and employment information, business practices, and client information.
- Engage in respectful and professional interactions with community members, clients, peers, and colleagues. Work in a manner that complements that of others according to policies and rules of workplace practice.
- Contribute to the development of work place and professional relationships based on acceptance of cultural diversity.

- Demonstrate respect for cultural diversity in all communication and interactions with co-workers, colleagues, and clients.
- Willingly conduct other duties as assigned.

**Qualifications:**

**Education:** Minimum - Master's Degree in Psychology, Social Work, Mental Health Counseling, or other related fields including but not limited to: Early Childhood/Special Education, Human Services/Family Development, Child Life Specialist, Child Development

Preferred - Licensed or Licensed-eligible clinician; or dual advanced degree in Mental Health discipline and Early Childhood Education.

**Experience:** Minimum - Three to Five years of experience working with children and/or families, and/or early childhood settings, or related experience. Preferred - demonstrated experience in an early childhood program, early intervention, or early childhood mental health program.

**Competencies:** Minimum - Working knowledge of infant and early childhood typical and atypical development, early childhood mental health, adverse childhood experiences, family systems; awareness of suspension and expulsion data and research, as it relates to early care and education; and knowledge of community resources to which providers and parents can be referred for additional services and support. In addition:

- Demonstrated experience with, or attention to equity, inclusion, and cultural humility.
- Written and verbal communication skills, and ability to present and engage with diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities.
- Ability to work independently within a flexible schedule and demonstrate effective time management.
- A valid driver's license and reliable transportation.
- Knowledge of Microsoft Office Suite.

Preferred - Working knowledge of evidenced-based curricula to promote early childhood mental health, DC 0-5, formal and informal social-emotional (SE) assessment tools, and NYSAIMH Endorsed.

**Level of responsibility:** Works with some supervision, exercises high degree of discretion and independent judgment

**Working Conditions:**

**Schedule:** Requires flexibility, some evening and weekend hours

**Environment:** Agency's Syracuse office and at community sites throughout the 14 county Central New York Region.

**Travel:** Frequent travel to provider sites, regional meetings and training presentations, some travel within NY State, infrequent out-of-state travel to conferences or professional development training

**Customer Responsibilities and Contacts:** Extensive contact with providers, some contacts with children and parents and community service agencies; regular collaboration with other agency staff and Early Care & Learning Council staff; some contact with NYS Office of Children & Family Services representatives; occasional contact with early childhood equipment and supply vendors

**Physical Requirements:**

- Manual dexterity sufficient for frequent use of telephone, keyboard, calculator and other office equipment
- Ability to receive and convey detailed information
- Ability to sit at a desk for 6 - 7 hours per day
- Ability to stand for 1 - 2 hours for presentations
- Moderate physical exertion: Regular lifting of up to 25 pounds of equipment or material
- Ability to sit and drive in a car for up to 4-5 hours a day on occasion

**Please note:** The IECHMH Consultant is a non-clinical in nature. The services provided are not professional mental health services. To provide such services, Child Care Solutions would require an operating certificate issued in accordance with article 16, 31, or 32 of the Mental Hygiene Law or article 28 of the public health law. Child Care Solutions does not hold such a certificate.

**Salary Grade: 6**

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_