Child Care Solutions, Inc.
Position Description

Title: Infant and Toddler Mental Health Director
Team: Infant & Toddler Mental Health    Status: Exempt    Updated: December 2019

Reporting relationships:

Reports to: Executive Director, 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/clinical/group supervision with a licensed professional. The additional supervision will be supported by the Early Care & Learning Council, and project consultants. Performance evaluations will be conducted quarterly for 12 months post hire and annually with quarterly check-ins thereafter.

Supervises: Infant and Toddler Mental Health (ITMH) Consultants

Summary Description:
The Infant and Toddler Mental Health (ITMH) Director coordinates the development, planning and implementation of Child Care Solutions’ Infant and Toddler Mental Health program for child care providers and provides direct consulting and training services as a member of the Infant and Toddler Mental Health Team. The team will promote healthy growth in young children’s social and emotional development by building the confidence, competencies, and skills of the caregivers, and those of early care and education staff, and systems. The ITMH Director will provide a broad range of services that focus on supporting the relationship between children, ages 0-36 months, and the caregivers in their lives. The ITMH Director will provide programmatic infant and toddler consultation to teaching staff, center directors, child care providers, and caregivers, with guidance from local and statewide supervision, and project models. The ITMH Director will not provide direct therapeutic services to children in this role. The ITMH Director will also collect required data, maintain records, and support compliance with child care regulations, as well as best practices in mental health consultation and trauma-responsive practices. Overall, the goal of the infant toddler mental health consultation service is to utilize a problem-solving approach to increase the capacity of the infant and toddler caregivers, thereby reducing challenging behaviors, increasing pro-social behaviors, reducing expulsions and suspensions in early care and education settings, and improving the greater culture.

Essential Functions:
1. Oversee the Infant and Toddler Mental Health project in coordination with the Early Care & Learning Council and project partners.
2. Supervise the ITMH Consultants by overseeing their work, evaluating their performance and building their capacity to carry out job responsibilities.
3. Offer consultation that reflects and respects the philosophy of early childhood mental health consultation practices, the assigned program, and that is culturally responsive to the child, the caregiver, and the early care and education setting.
4. Assess strengths and challenges within the infant and toddler setting/environment, as well as, teacher/provider practice.
5. Support infant and toddler 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.


7. Guide use of developmental, social and emotional screening tools.

8. Support infant and toddler staff with classroom management strategies to promote the social-emotional development for infants and toddlers in their care.

9. Develop and conduct a continuum of training, technical assistance and coaching support for providers, caregivers, and community members.

10. Maintain participation, service and evaluation records per agency and funder standards.

11. Stay current with research, regulations and best practice in the early childhood education and infant toddler mental health fields.

12. Incorporate the perspectives of multiple communities, including communities of color, in consideration of the impacts and outcomes of the work.

13. Assist infant and toddler programs in building appropriate referral networks and processes for connecting with outside community-based services.

14. Collaborate with early care and education program administration to develop inclusive policies for working with all children.

15. Collaborate with early care and education program administration to implement effective policies that promote effective self-care strategies for staff.

16. Participate in ongoing continuing education, which may include, but is not limited to the following topics: ITMH best/evidence-based practices, Adverse Childhood Experiences, Cultural Diversity & Humility, DC 0-5 Assessment, Early Childhood Mental Health Assessment and Strategies.

17. Complete all required documentation timely and accurately.

18. Attend all required supervision meetings including but not limited to: model, data, clinical.

19. Participate in weekly data and evaluation support calls with outside partner to assure the consistent & accurate use of data collection systems.

20. Data analysis for interpretation & planning for quality improvement

21. Maintain documentation specific to position.

22. Maintain certification for all assessment tools.

23. Maintain confidentiality of all client protected health information and adheres to all HIPAA related policies and procedures.

24. Participate in external committees, task forces, community meetings, and visibility events as requested to promote the program, and to build a professional practice networks, on local, regional, and/or nationally levels.

25. Participate in monthly ITMH Consultation calls to build an effective statewide practice.

26. Participate in outreach efforts in the community representing Child Care Solutions and its provider services.

27. 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 workplace 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 counseling/mental health degree. Preferred - Licensed or Licensed-eligible clinician; or dual advanced degree in Mental Health discipline and Early Childhood Education.

**Experience:** Minimum - Five years of experience working with children and/or families, and/or early childhood settings, or related experience; and 2 years of supervisory 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 Infant Mental Health 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

**Salary Grade:** 7