

POSITION: ***HS Disabilities & Mental Health Specialist***

HOURS: full-time

SALARY RANGE: \$27.02/hour

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**JOB DUTIES:**

The Disabilities & Mental Health Specialist is responsible for organizing, executing, facilitating, and directing the functions necessary to ensure comprehensive services for children with disabilities or who may need mental health services enrolled in Head Start and their families.

- Formulate, develop, implement and monitor a program to meet the Head Start Performance Standards regarding Disabilities and Mental Health Services.
- Coordinate evaluations and services for children with disabilities, including services for those whose parents refuse services from First Steps or the LEA. Provide information on State Advocacy Services.
- Coordinate intakes and services for children with notable behaviors, including services for those whose parents refuse services from our contracted mental health consultant.
- Assist Education Staff in planning developmental screenings. Score and interpret the screening. Inform and consult with parents regarding the results.
- Coordinate services with multiple mental health providers to support students in the classroom and families in the home.
- Refer children to the appropriate First Steps agency or LEA (local education agency), with parent approval, based on developmental screening scores or parental concern.
- Develop, renew yearly, and implement memorandums of understanding with the First Steps LPCCs, and the LEAs (local education agencies), and mental health consultants in the Brightpoint service area.
- Responsible for completing required program reports.
- Ensure that confidentiality is respected and maintained at all times

**SKILLS AND QUALIFICATIONS:**

- Bachelor's Degree in Early Childhood Special Education, Special Education, Early Childhood Education, Speech Pathology/Audiology, Psychology or related area.
- Minimum of two (2) years experience working with children.
- Strong written and verbal communication skills.
- Computer skills in Word, Excel and database entry.
- Ability to work with minimum supervision; self-motivated, attentive to detail, well organized, function well under deadlines and multiple priorities.
- Ability to relate and interact effectively with individuals from a variety of socio-economic backgrounds particularly low-income.
- Must become certified in CPR and First Aid within 12 months of hire.

FOR FURTHER INFORMATION, CONTACT HUMAN RESOURCES DEPARTMENT, EXT. 206 OR 213  
Applications accepted at 227 E. WASHINGTON BLVD, FORT WAYNE, IN  
8:00 A.M. – 5:00 P.M., MONDAY – THURSDAY, OR 8:00 A.M. – 11:00 A.M., FRIDAY  
OR VIA THE INTERNET AT [mybrightpoint.org](http://mybrightpoint.org)