

**TRI-COUNTY COMMUNITY ACTION INC.**  
**PROJECT HEAD START & EARLY HEAD START**

**JOB DESCRIPTION**

**JOB TITLE:** Special Services Manager

**DEPARTMENT:** Head Start Birth to Five Program

**CLASSIFICATION:** Full Time; Exempt

**GENERAL DESCRIPTION:** The Special Services Manager will be responsible for ensuring the delivery of all health, disability and mental health services to enrolled children, infants, toddlers, and pregnant women. He/she will work closely with other staff, parents, professionals, and other Tri-County Staff in implementing the disability/mental health program.

**Qualifications:** B.S. or B.A. is required. Some college credit is needed in the fields of early childhood development, health, sociology, education, nutrition, psychology, disability services, or social work.

The person filling this position must possess the poise to speak before groups (parent, policy committees and civic organizations, etc.). The manager must possess use of language, both written and spoken. The manager must have the ability to develop and maintain good relations between the Head Start program and area resource agencies in providing services to young children and families. The manager must be able to empathize with parents of enrolled children and be able to act as their advocate in securing needed services. This person must be trustworthy, creative and resourceful, have a warm personality, and be able to establish open relationships with children, staff, and parents. The manager must have the ability to organize time and tasks, must be willing to accept and profit by supervision, and be willing to accept new ideas and learn new methods for implementing job duties. Must be willing to travel and have some overnight travel at times.

**EXPERIENCE:** Experience in working with groups and professionals- social case work is helpful. Knowledge of community organizations and resource agencies. Experience in working with LEA's in providing services to children with disabilities. Knowledge of nutritional needs of small children, hygiene, first aid, and health problems. Knowledge of State and Federal laws requiring service implementation for children with special needs.

**DUTIES:**

- Responsible for all disability services for children, seeing that children receive appropriate identification for referral and follow-up services. Responsible for securing contracts with the appropriate agencies to deliver mental health services

to the program. Make sure the consultant will be available to complete tasks as stipulated in the performance standards.

- Maintain accurate records. Document all diagnosis, referral, and follow-up treatments. Using the Child Plus software program, ensure maintenance of an efficient, confidential, and centralized record –keeping system for entire service area to track all services for both disabilities and mental health.
- Assure that confidentiality is maintained at all times.
- Develop and implement the Head Start disabilities program by coordinating recruitment, enrollment, and the provision of direct services to participants.
- Ensure compliance with Head Start Performance Standards.
- Assist with screenings, and arrange for other needed follow-up services, in order to correct any condition that could inhibit the child’s ability to learn or function, insofar as the budget will allow.
- Orient and work closely with the Health Services Advisory Committee – attend all committee meetings, evaluate and report on provision of disability services to children. Invite local agencies that provide disability and mental health services to children to Committee meetings.
- Submit a copy of child’s records to the public school when child leaves the center, if requested by parent.
- Maintain home contact to inform parents of all special services performed. Explain diplomatically certain precautions or treatment necessary to child’s health and education. Encourage parents to accompany child for disability services.
- Assist with need for special services and mental health education for staff, children and parents as required by Head Start Performance Standards. Plan workshops on disability and mental health issues to meet those needs.
- Provide special services related training to parents, staff and children. Arrange for appropriate pre-service mental health training for Head Start staff.
- Provide parents, staff, and children with workshops on mental health and special services.
- Link the family and child into an ongoing continuous care system.
- Work closely with all State/County/City Health Departments and Private Agencies.
- Identify and utilize state and local resources for the disability program.
- Attend all ARD/IEP and IFSP meetings required for children with special needs.
- Participate with the IEP committee or IFSP team in developing individual disability service plans.
- Check lesson plans for individualization including both special services and mental health related activities for children, as applicable.

- Refer children with special needs to appropriate agencies for services and maintain necessary paperwork.
- Perform any other assigned tasks relevant to the effective operation of the program.
- Meet with Head Start Managers and professionals to evaluate result of initial evaluation of children who have been referred by teaching staff.
- Attend Head Start meetings as needed.
- Provide Ongoing Monitoring Tool to Assistant Head Start Director monthly.
- Serve as an advocate for the children and families in the Head Start program.
- Make referrals for Head Start staff and families as needed.
- Update the Mental Health Program Plans and Policies annually with the assistance of staff.
- Receive written permission from parent before providing mental health services.
- Responsible for coordinating observation visits of specific children with teaching staff and consultants.
- Responsible for documentation and follow-up of all mental health services in data system, child files, and personal tracking system.
- Must be able to lift or move 20 to 25 pounds if needed.
- Check billing against records of professional services rendered to exercise budget control.
- Must possess a valid Texas driver's license and be insurable by the agency's insurance company.
- Regular working hours are 8:00 a.m. until 4:30 p.m. Any schedule variation must be approved by supervisor.
- Send out bid letters to licensed Mental Health Professionals.
- Ensure that needed consent forms for Mental Health section are in place for all children before any observation or assessment is conducted.
- Ensure that social/emotional screening is conducted on all children within 45 days of entry into the Head Start or Early Head Start program.
- Ensure that proper/current consent forms are in place for children with special needs.
- Maintain Special Needs folders for each child receiving special services complete with the child's current IEP/IFSP.
- Ensure that monthly progress notes are completed in TSG by teaching staff as needed for children with special needs and/or mental health concerns.
- Have the ability to conduct one's self in a manner that relates to TCCA Policies and Procedures both on and off the job.
- Performs any other assigned tasks relevant to the effective operating of the program or other tasks assigned by supervisor.

**SUPRVISORY DUTIES:**

Health Aides

Special Services Administrative Assistant

**IMMEDIATE SUPERVISOR:**

Head Start/Early Head Start Director