

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Mental Health Specialist
Department: Early Childhood Education
Reports to: Director Education & Disabilities
Hours: Full-time

Position Summary

Union Settlement is looking to hire a Mental Health Specialist to provide mental health and wellness services in our early childhood education program. The Mental Health Specialist will direct and manage all mental health services for families and children enrolled at our Early Childhood Centers (Six Centers).

Responsibilities:

- Conduct classroom observations, screenings and evaluations.
- Identify children with mental health needs and work with the parents and teachers on recommended actions.
- Make referrals for services were appropriate.
- Serve as a liaison with the therapists who provide mental health services to children in the program.
- Work closely with our Education and Disabilities Director regarding the needs of individual children.
- Assist in providing individualized or behavior modification plans for children with atypical behavior, cognitive, developmental and emotional features.
- Provide advice and recommendations to ensure appropriate practices and compliance with existing laws and regulations.
- Provide trainings to employees and parents as needed.
- Ensure that all developmental screenings are completed within four weeks after a child has been enrolled in the Network.
- Schedule time/ meeting allow teachers time to meet and discuss observations and recommendations.
- Review the developmental screening and Behavior Checklist to identify concerns or delays.
- Co-facilitate family meetings to discuss developmental concerns (social/emotional, cognitive, physical benchmarks and milestones).

- Assist in the transition of children receiving mental health services with full parental participation.
- Coordinate with Union Settlement's site-based clinics to connect families to family or child therapy. Coordinate with Committee for Special Education for children that need referrals for Early Intervention.
- Schedule individual consultations with parents.
- Participate in the annual program self-assessment and monitoring visits.
- Work closely with the Center Directors and Director of Education/ Disabilities to plan integrated services for all children.
- Provide professional development for ECE Department.
- Submit required program reports in an accurate and timely fashion, and participate in all case management meetings.
- Comply with all Head Start Mandates.
- Additional duties as assigned by the Director of Education & Disabilities Director.

Qualifications:

- MSW required LMSW or LCSW preferred.
- Demonstrated experience in Early Childhood Education.
- Bilingual (English/Spanish).
- Excellent organizational ability and interpersonal skills.
- Excellent verbal and written communications skills.
- Excellent computer skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.

To Apply:

Please send Cover Letter, Resume, Salary Requirements, Writing Samples, and References to: earlychildhoodcareers@unionsettlement.org.

Please indicate Mental Health Specialist in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER