



Human Resources

Oakland Livingston Human Service Agency
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Associate Director for Mental Health & Disability Services

Division: Early Childhood Services
Department: Head Start
Supervisor: Deputy Director for Early Childhood Services

Job Mission:

To ensure that that management of mental health and disability services at OLHSA Early Childhood Services grantee and delegate agencies and are in compliance with state and federal guidelines. Assure proper identification and diagnosis of special needs children within the Early Head Start and Head Start Programs.

Essential Duties:

1. Monitor and coordinate mental health and disability services in accordance with Head Start Performance Standards in grantee and delegate programs.
2. Develop, implement and/or coordinate Early Head Start/Head Start the mental health and disability procedures, standards, training and technical assistance for grantee and delegate programs.
3. Collaborate with the management staff within the Early Childhood Services Division to ensure continuity of services in areas of mental health and disabilities.
4. Establish and maintain good relationships with community organizations, clinics, service providers, and serve as agency's liaison to mental health providers and special education organizations in the community for the purpose of establishing service delivery.
5. Coordinate the multi-disciplinary process.
6. Supervise the assigned staff.
7. Carry out all other duties as directed by supervisor.

Qualifications:

1. Bachelor of Science degree in social work, special education or related field required. Masters preferred. License preferred.
2. Two (2) years experience in Mental Health and/or Special Education working with children and families. Head Start experience preferred.
3. Minimum of two (2) years experience with organizing and developing community groups.
4. Two (2) years experience in a supervisory position with good administrative writing, communication, and organizational skills.
5. Valid Michigan Driver's license is required.

Hours & Wage

\$22.83 per hour
40 hours per week; 52 weeks per year

Location

Pontiac, Michigan