



\Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: EMPLOYMENT@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

Mental Health Coordinator

Division: Early Childhood Services

Department: Head Start

Supervisor: Associate Director for Mental Health and Disabilities

FLSA Status: Non-Exempt/ Non-Union

Job Mission:

To develop healthy self-esteem and social competency in children and to build collaborative relationships among children, families, staff, mental health professionals and the larger community. To enhance awareness and understanding of mental wellness and how mental health information and services contribute to the wellness of all children and families.

Performance Standards:

1. Support, encourage, and promote primary caregivers/parents participation in any child's mental health services.
2. Complete classroom observations and work with staff on behavioral screening.
3. Conduct appropriate parent/staff trainings.
4. Team with Early Childhood staff to design classroom interventions to promote emotional strengths and strong relationships, including social skill building.
5. Formally assess, with written parental consent, children suspected of having mental health needs and make referrals as appropriate.
6. Carry out all other duties as directed by supervisor.

Qualifications:

1. Licensed Bachelor of Social Work or related field or Certified Mental Health with experience working with young children. Early childhood experience preferred
2. Two (2) year experience preferred working with low-income families of various racial, ethnic, social, and cultural backgrounds.
3. Valid Michigan Driver's License required.

Hours & Wage

\$20.84 per hour

40 hours per week; 44 weeks per year

Location

Pontiac, MI

Deadline to Apply

Until filled.

OLHSA IS A DRUG FREE WORKFORCE/ EQUAL OPPORTUNITY EMPLOYER

Job Title: Mental Health Coordinator

Division: Early Childhood

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	Comments
Sit	3	This position varies daily, driving to multiple sites and several floors.
Stand	1	Picking up of files, supplies, and loading/unloading them.
Walk	3	Includes walking up/down three flights of steps
Bend/Stoop	1	Interactions with children, families and staff on a daily basis.

Movements	Yes/No	Comments
Crawl	No	
Reach above	Yes	
Crouch	Yes	
Balancing	No	
Squat	Yes	
Climb	No	
Shoulder level	Yes	
Kneel	Yes	
Pushing	Yes	

	Pounds	Comments
Weight Carried	26-50 lbs.	

	Pounds	Comments
Weight Lifted	26-50 lbs.	

Date: Jan 29, 2024