

JOB OPENING (JOB CODE: TX021)

[JOB TITLE:] Early Intervention Manager -Texas [SALARY RANGE:] Negotiable

[CONTACT:] Human Resources Dept. 2701 S. Chase Avenue. Milwaukee, WI 53207

[LOCATION:] Donna, Texas

[STATUS:] Full Time [TERM:] Regular

[CLOSING DATE:] 11/22/20

[APPLICATION DEADLINE:] 11/22/20

[NUMBER OF OPENINGS:] 1

[JOB TYPE:] Internal/External

[SUMMARY] Under the direct supervision of the Regional Director is responsible for the planning, developing and collaboration of comprehensive services in the areas of Specialized Services to include Disabilities, Mental Health and Transition. Will implement a prevention and intervention program to ensure classroom environments are healthy and safe services which meets the needs of infant, toddlers and pre-school children and their families in accordance with the Federal Head Start Performance Standards, Licensing Rules for Group Day Care Centers, local and state regulations. Is responsible for center operations and ensures the delivery of services based on the principles of the Parent Family Community Engagement (PFCE) Framework and Child Development Early Learning Outcome Framework (HSELOF).

[JOB DUTIES:]

1. Responsible for the development and implementation of all Disabilities, Mental Health and Transitional services as outlined in the Head Start Performance Standards. federal and/or state regulations.
2. Annually, develop and update MOU's with all local Education Agencies and Part C Programs and ensure coordination of services between programs that include training, placement and assessment.
3. Recruit, establish and maintain 10% enrollment of special needs children.
4. Work with other Content Area managers to develop or update work plans, training calendars and technical assistance plan.
5. Fully implement Family Data Base System such as *CHILD PLUS* for Disabilities, Mental Health, and Transition services.
6. Develops and implements systems for determining child's health status (Health, Disabilities, Mental Health, Nutrition and Transition) and services implementation to include, screenings, evaluations, follow-up and specialized services within timelines mandated by the Head Start Performance Standards and Federal or State regulation, and ensure that such efforts are supported by documentation (case recordings).
7. In collaboration with Health Services, develop and secure Disabilities and Mental Health contracts and collaborative agreements before the beginning of the program year.
8. Ensure the implementation of policies and procedures for Disabilities, Mental Health, and Transition program and offers feedback for revisions that aligns with best practices and regulatory changes both state and federal.
9. Monitors the implementation of policies and procedures for Health, Disabilities, Mental Health, Transition and Nutrition.

10. Responsible in ensuring Disabilities, Mental Health, and Transition policy, procedures and services are being implemented at the center level. Provides guidance and direction to center personnel in the procurement/purchase of related Disabilities, Mental Health, and Transition supplies and equipment.
11. Collaborate with all appropriate Child Development staff and consultants in the creation of social and emotional classroom environment and implementation of curriculum that supports child, staff and family social and emotional development.
12. Coordinate with Child Development Manager Schedule for mental health classroom observation and recommendation and coordinate with Family services staff the scheduling of Platicas.
13. Review the developmental screening and behavior checklist to identify concerns or delay and give recommendations for follow up.
14. Collaborate with health providers to provide necessary accommodations/interventions for children with disabilities.
15. In coordination with Health and CACFP personnel provide guidance and direction on UMOS Nutrition and Health Policies and Procedures to the Nutrition Consultant in the areas of "special diets", menu changes, nutritional assessment, and community collaboration projects.
16. Responsible in the collection of non-federal share match program to the fullest extent by seeking community volunteers and documenting appropriately.
4. Responsible to develop systems that survey and acquire parental input in the development of a Parent Training Plan that addresses Disabilities, Mental Health, and Transition requirements.
16. Assists in the gathering/compiling and interpretation of relevant data that will be utilized for the completion of a community assessment and develops goals/objectives and appropriate planning to meet these needs.
17. Provides relevant Disabilities, Mental Health and Transitional training to center staff in the areas of responsibilities, including orientation in the respective area plan to personnel and parents.
18. Work with Regional and center personnel with the development and implementation of a "transitional program" that facilitates for record transfer, services continuity, information sharing, etc. while maintaining confidentiality of records.
19. Attends meetings, seminars, workshops and perform other related duties as assigned and necessary.

[QUALIFICATIONS:]

1. Bachelor's degree in human resources or related field
2. Bachelor's degree in one of the following fields of Science in Public Health Administration, Health Management, Nursing, Special Education, Behavioral Science or related field with certification to oversee special education services
3. Must have at least 3 years' experience working with parents in Disabilities/Mental Health setting, including demonstrated skills in community building for Prevention and Early Intervention Services.
4. Must have knowledge of federal, state and local laws governing Health, Mental Health and Disabilities services.
5. This position requires travel both intrastate and interstate.
5. Hold a valid driver's license, adequate vehicle insurance and reliable transportation
6. Willing to travel and work irregular hours.
7. Must possess basic computer skills.

CONDITION OF EMPLOYMENT:

Employment with UMOS is contingent upon successful completion of a criminal background check prior to employment. All employees must complete a physical exam and TB test showing absence of Tuberculosis within 30 days of employment or sooner if required by local/state regulation.

WORK ENVIRONMENT

The demands described here are representative of those that must be met by an employee to successfully perform the job functions. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential job functions.

Physical Demands: 1) employee is frequently required to stand, walk, sit, bend; 2) occasionally required to lift and /or move up to 40 lbs.; 3) occasionally required to drive; 4) frequently exposed to moderate temperature generally encountered in a controlled temperature environment; 5) noise level in this work is usually quiet to moderate.

Tools & Equipment Used: a) phones, computer system; b) fax machine, copy machine, laminator, computer, calculator; c) first aid equipment, fire extinguisher. Usage varies by position.

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11/13/20