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**LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS**

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**HUMAN RESOURCES**

*P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
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**POSTED: SEPTEMBER 6, 2019 DEADLINE: SEPTEMBER 20, 2019**

**JOB DESCRIPTION**

**POSITION:** Early Childhood Behavior Specialist

**DEPARTMENT:** Head Start & Early Head Start

**LOCATION:** Head Start/Early Head Start Center

**EMPLOYMENT:** Full-Time

**SUPERVISOR:** Head Start/Early Head Start Center Director

**SALARY/PAY RATE:** 17.50/hr.

**DESCRIPTION:**

Provides children ages birth to 8 years old mental health counseling in a school setting. Position assists teaching staff by providing them with insights and techniques to manage challenging social / emotional behavior in their classrooms. Seeks to include parents, family, and staff in each case as needed. Individual case planning, education, case management, referral, and crisis intervention. Must consistently demonstrate discretion, independent judgment, and ethical behavior.

**RESPONSIBILITIES:**

- Conducts comprehensive assessments to assess the needs of children. This includes, but is not limited to, psychological, psychosocial, and environmental needs.
- Provide leadership to schools' Positive Behavior Support (PBS) teams to collect and utilize behavior data towards developing prevention and intervention programs.
- Develop a comprehensive case plan with measurable goals and objectives.
- Match client need(s) and/or problems to appropriate resources and assist the client in utilizing the support systems and available community resources.
- Participate as a contributing member of the building's Multi-Tiered Support System of Supports (MTSS) team and the Trauma Informed Care team (TIC)
- Provide case management services to include linking, coordinating, monitoring, and advocating for the necessary supports or services to meet the goals of the case plan.
- Provide outpatient counseling if needed to children, adolescents, adults, and families with mental health needs, which may include individuals who are dually diagnosed with a mental health and substance abuse disorder.

- Provide instruction in areas such as social skills, activities of daily living, communication skills, parenting skills, and safety planning.
- Conduct and/or assist with emergency assessments to assess safety needs of children and families due to suicide threats, domestic violence, or other potential dangers.
- Collaborate and link professionally with staff from the school, social services, health clinic, Tribal Court and Visions, as indicated per individual treatment needs.
- Other appropriate duties as assigned.
- Attend meetings/serve on community teams as assigned by your supervisor.
- Conduct Functional Behavior Assessments (FBA) used to develop Behavior Support Plans (BSP).
- Conduct Safety Assessments and work as a team to devise individual safety plans.
- Conduct, and communicate the results of, comprehensive educational evaluations for special education purposes.
- Develop and maintain written case records and service documentation (assessments, treatment plans, progress notes, discharge summaries, etc.)
- Follow established policy and procedure for obtaining information from significant secondary sources regarding client's mental health and psychosocial history.
- Adhere to applicable laws, regulations and agency policies governing the delivery of services, protection of the client's confidentiality and the disclosure of client identifying data.
- Obtain appropriately signed consents when soliciting from or providing information to outside resources to protect client confidentiality and rights.
- Attend meetings, training and/or conferences as required.
- Develop, implement and participate in prevention activities and outreach efforts.
- Maintain licensure/qualifications.
- Provide professional pertinent professional development to staff and maintain records on all training and prevention activities.
- Follow Head Start Performance Standards, Head Start Act and applicable rules and regulations
- Regular and Reliable attendance

### **REQUIRED QUALIFICATIONS:**

- Education:       **Required:** AA degree in Early Childhood Education, Minimum of one (1) year of working directly with children and families. Experience with Early Childhood Assessments. Applicant must be willing to obtain further educational credentials in behavior intervention. Valid driver's license with no restrictions.
- Experience:       **Recommended:** Counselor in Behavioral Health or Psychiatry

### **DESIRED QUALIFICATIONS:**

Knowledge in Early Childhood Development. Must be compassionate, caring, family friendly and obtain the love to increase student development.

### **TOOLS AND EQUIPMENT USED:**

Computer, telephone, copier, fax, paper shredder, television/VCR, various screening instruments, and DSM 5.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical demands of this job require the ability to properly restrain children who are at risk of harming themselves or others. Also includes bending and stooping to best interact with small children.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions. Employee will experience angry, emotionally upset children that can be moderately loud that may need to be physically restrained.

**SELECTION GUIDELINES:**

Completed employment application and resume, if desired, rating of education and experience, oral interview and reference check; job-related tests may be required; tribal, state and federal background checks are required in accordance with Background Investigation Policy. Post offer drug and alcohol test required pursuant to Drug and Alcohol Policy.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as requirements of the job change.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**Date Approved by the Tribal Council: August 21, 2019**