



## Head Start

Alissa Holdson  
*Executive Director*

Ronald C Loos  
*Board Chairperson*

Andrea Rosipko  
*Director*

### POSITION DESCRIPTION

POSITION: **Trauma Support Specialist**  
EMPLOYMENT STATUS: **Full Time (40 HRS PER WK)**  
RESPONSIBLE TO: **Mental Health / Developmental Disabilities Manager**  
SUPERVISES: **None**  
WORKSITE: **Licensed Center-Based Classrooms**

**BASIC FUNCTION:** The Trauma Support Specialist will provide trauma-informed early childhood mental health consultation to Head Start children, staff and families by coaching and supporting teachers in the classrooms, and working with families on a shared plan with the program. As needed, will work with local mental health providers to assure high quality ongoing mental health services to children and families.

### MAJOR RESPONSIBILITIES AND KEY TASKS:

- Provide hands-on support for teachers in classrooms when there are significant behavioral or social-emotional concerns, using trauma-informed practices and Conscious Discipline strategies.
- Review family history and ASQ screenings for children with behavioral concerns to assist teachers in understanding the possible impact of early trauma on the child's behavior.
- Recommend and demonstrate strategies for supporting the children's social-emotional needs in the classroom, and coach teachers on using these strategies consistently.
- Attend team meetings with parents and teachers to create an intervention plan, and follow up with staff and parents as needed.
- Provide the Mental Health / Developmental Disabilities Manager with required information, reports and a summary of mental health concerns impacting children, families, and classroom staff.
- Assist with staff and parent training on topic related to trauma-informed practice, Early Childhood mental health and social-emotional development of children.
- Attend specialized professional development to continue improving skills related to the position and to increase program quality, especially in the areas of trauma-informed practice, Conscious Discipline, and social-emotional development.
- Engage, support, and assist in developing relationships with families.
- Operate a computer and have the willingness to learn other software programs as necessary.
- Complete required documentation and reports as necessary.
- Attend and participate in professional development opportunities.

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F:(440) 992-4841

This Agency is an equal provider of services and an equal employment opportunity employer. Civil rights Act 1964 (CRA)

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- A Bachelor degree in social work or Early Childhood Education.
- Associate degree in social work or Early Childhood Education.

**EXPECTATIONS:**

- Must maintain confidentiality within and out of the program.
- Follow both verbal and written directions.
- Willingness/ability to work as a team member.
- Ability to work with little supervision.
- Maintain a positive attitude.
- Demonstrate flexibility working with the diverse needs and abilities of families, children, and co-workers.
- Be prompt and maintain good attendance.
- Remain current with all certifications, credentials, and non-degree license.
- Computer expertise appropriate to the position, including word processing, spreadsheets, and data entry application. Willingness to learn other software programs as necessary.
- Good Organizational skills.

**ESSENTIAL JOB FUNCTIONS:**

- Ability to relate well with young children families, and other professionals
- Interpret and implement Agency Personnel Policies, Federal Head Start Performance Standards, The Head Start Act, the Ohio Revised Code, the Ohio Licensing agency, and any other regulations.

**ADDITIONAL REQUIREMENTS:**

- Have an available licensed vehicle, a valid Ohio Driver's License and insurability monitored by ACCAA insurance carrier.
- Completion of background checks including BCI, FBI, sex offender registry and child abuse and neglect registry.
- Pass initial and regular drug screenings
- Perform duties as assigned.

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Signature

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Date