



Head Start

Judith Barris
Executive Director

David Speelman
Board Chairperson

Andrea Rosipko
Director

POSITION DESCRIPTION

POSITION: Trauma Support Specialist
EMPLOYMENT STATUS: Full Time (40 HRS PER WK) Full Year (52 WKS)
Temporary Position until March 31, 2023
RESPONSIBLE TO: Mental Health / Developmental Disabilities Manager
SUPERVISES: None
WORKSITE: Licensed Center-Based Classroom

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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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.

Signature

Date