



2177 Asheville Rd., Waynesville, NC 28786  
828-452-1447  
www.mountainprojects.org

25 Schulman St., Sylva, NC 28779  
828-586-2345

## JOB DESCRIPTION

Effective Date: 8/2/2007      Revision Date 6/10/2021  
Name: \_\_\_\_\_

**Job Title:** Family Services/Mental Health Coordinator

**Program:** Head Start

**Supervisor:** Head Start Director

**Position Overview: (Primary Function)      Non Exempt Position**

**To coordinate Family Coordinator/Mental Health Coordinator component of the EHS and Head Start program**

**Project Work Description:** (Essential Functions: Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodations or other reasons.)

1. Monitor Family Services/Mental Health component to ensure program compliance with all regulations.
2. Updates work plan annually based on Head Start Performance Standards
3. Assist parents in organizing and operating parent committees.
4. Coordinate policy councils meetings
5. Survey the parent training needs and provide or arrange trainings to meet their needs
6. Coordinate In-Kind/volunteer contribution program
7. Monitor and assist Family Service Workers with follow-up and tracking of family goals and documenting progress in Child Plus
8. Assist parents and teaching staff with referrals, follow-up and treatment plans for children referred for Mental Health services.
9. Montior Family Partnership Agreements implemented by Family Service Workers
10. Coordinate mental health activities with other component staff, teachers, parents and children
11. Establish, maintain, and document a record keeping system for compliance with all Family Services and Mental Health
12. Recruit community resources to serve Head Start enrollees and their families within the Head Start/EHS guidelines.
13. Represent Head Start/EHS by attending community committee meetings to share information about the program
14. Conduct new staff orientation yearly during pre-service, with new employees and provide other trainings as required.
15. Report enrollment to Head Start/EHS Director as well as Executive Director monthly.
16. Any other job related assignments that may be required or deemed advisable by the supervisor
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19. \_\_\_\_\_
20. \_\_\_\_\_



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1. **Minimum Qualifications:** \*A degree from an accredited 4 year college or university
  
2. **Preferred Qualifications:** \*A degree from an accredited 4 year college or university in Human Services or Social Work  
\_\_\_\_\_  
\_\_\_\_\_
  
3. **Skills/Attributes:** \*Strong written and oral communication skills  
\*Computer skills.  
\*Knowledge and ability to do public speaking.
  
4. **Essential Functions:** \*Work with Component Coordinators in planning and coordinating services and activities.  
\*Work with center staff to monitor enrollments, attendance and parent contacts  
\*Work with MPI, Inc. staff consistent with goals and purpose of the agency.  
\*Work with local supportive services for HS/EHS enrollees and providing referrals.  
\_\_\_\_\_
  
5. **Physical Demands:** **Normal office environment with bending and stooping?** Yes  No   
**If no, describe demands.**  
\*Some heavy lifting and carrying 40+ lbs.  
\_\_\_\_\_  
\_\_\_\_\_
  
6. **Work Environment:** \*Sitting at small spaces inside and outside to classroom to screen children to meet Head Start Performance Standards  
\*Occasional lifting children over 50 lbs  
\*Out of area travel
  
7. **Mental and Visual Demands:** \*Valid North Carolina Driver's license with appropriate insurance coverage required  
\*Frequent mental and visual attention required while problem solving.  
\*Ability to handle stress associated with management of multiple tasks.



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**Equal Opportunity Employer**

Mountain Projects, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment with regard to race; color; religion; sex; sexual orientation; gender identity; or expression; national origin; age; disability; genetic information; political affiliations; National Guard; or veteran status, consistent applicable federal, state, and local laws, and regulation.

**Direct Supervisor: Head Start/EHS Director/Executive Director**

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**Employee Signature**

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**Date**