



Thrivalaska Job Description

Title: *Family Wellness Consultant*
Status: Part time, Full Year, Non-Exempt from Overtime
Reports to: Program Director

Position Summary:

This position provides Mental Health consultation services to all enrolled families at Thrivalaska Head Start Birth to Five. This position will promote strong relationships and a supportive environment for families & ECH professionals. This position will also partner with parents and ECH professionals to understand what children are telling us with their behaviors, and to co-create solutions. The Wellness Consultant will work to promote healthy social and emotional development, prevent the development of problem behaviors, and intervene to reduce the occurrence of challenging behaviors, providing both child specific and program specific consultation.

Minimum Requirements:

1. Master's degree required, preferable in Social Work, Psychology, Counseling, or related field
2. Licensed or certified mental health professional in the state of Alaska
3. Experience & expertise in working with young children (0-5) and families

Preferred Requirements:

1. Endorsement as an Infant Mental Health Specialist
2. Experience working with Head Start children and families

Knowledge, Skills, and Abilities Required:

SKILLS & ABILITIES

1. Demonstrate understanding of early childhood mental health consultation as building the mental health capacities of teachers, staff, families and others who care for young children and utilize the principles of the consultative stance in the oversight and implementation of the program.
2. Understanding and knowledge of infant and early childhood mental health principles
3. Show flexibility and comfort working in natural environments including classrooms, homes or other non-traditional settings.
4. Ability to support the mental health of infants, young children and the adults who care for them.
5. Understand cultural variations in development, teaching practices, childrearing practices and caregiver expectations.
6. Respect diversity and embrace working with multi-cultural communities.
7. Open-mindedness – accepting where families are in the process.
8. Practice a strength-based perspective that supports a family's or staff's sense of hope
9. Flexibility to adjust one's schedule and expectations to the needs of the family
10. Strong communication skills with the ability to listen and engage in shared decision-making
11. Ability to support the mental health of infants, young children and the adults who care for them

12. Respect diversity and embrace working with multi-cultural communities
13. Specific tasks (priorities determined in consultation with management team) may include:
 - a. Classroom observations
 - b. Trainings for Teachers, and/or Family Advocates, and/or Parents, and/or all Staff
 - c. Attendance and Consultation at Regular Family Reviews
 - d. Individual or Group Reflective Supervisions provided for Management, Teachers, and/or Family Advocates
 - e. Individual consultation and short term support for Thrivalaska staff and family members along with referrals for services if need long term rather than crisis support
 - f. Guidance with environments in the classroom and at home (may include home visit)
 - g. Meeting with management on ways to promote mental wellness in systems
 - h. Consult on screenings which show concern to develop individualized plans and/or make referrals
 - i. Development and provision of resources to aid in social emotional development of young children and their families (such as family wellness library, etc.)

Principal Duties and Responsibilities:

CHILD, FAMILY, AND STAFF SERVICES

1. Professional, self-motivated and self-directed.
2. Strong organizational skills with ability to set up projects, track progress and paperwork, document requirements etc,
3. Strong communication skills with the ability to listen and engage in shared decision-making.
4. Strong telephone communication skills and etiquette.
5. Demonstrate the value of self-reflection and practice the examining of one's own values, beliefs, assumptions, biases and experiences and how it influences what you bring to the consultative work, relationships and interactions. Ability to assist others in self-reflection and perspective-taking.
6. Ability to develop trusting and collaborative relationships with supervisees to support their professional growth and program quality.
7. Show flexibility and comfort working in natural environments including early care/education classrooms, homes or other non-traditional clinical settings.
8. Provide mentoring and guidance to staff
9. Help adults understand and address the child's needs by developing and individual plan with the parents, providers, and family advocates.
10. Work with staff to improve care offered to all children by helping to identify and address behaviors, beliefs, practices, and conditions that may be undermining quality relationships between adults and children.
11. Supports and sustains health social and emotional development of young children.
12. Build capacity of families and ECH professionals
13. Advocate for successful child and family development experiences.
14. Communicate with children, family members, community members, and providers with respect and honor.
15. Whenever possible, assist children and families. Meeting and training with the Family Advocate staff upon request
16. Classroom Observations
17. Reflective Supervision with Director and Coordinators if requested
18. Attend Family Reviews monthly, but more if needed or requested

19. Staff & parent training as needed or requested
20. Mental Health consultation & guidance to Thrivalaska staff and family members with clear guidelines of 3 meetings then refer out for services.
21. Accompany Family Advocates and Teaching Staff on home visits if requested

PROGRAM DESIGN & MANAGEMENT

1. Practice family centered and relationship based philosophy.
2. Participate during program self-assessment and evaluation processes.
3. Participate during Thrivalaska community assessment activities.
4. Support, implement, and participate in program goal setting process to include strategic planning.
5. Compliance with all Thrivalaska policies, procedures and guidelines.
6. General office duties may include data entry, typing, correspondence, record keeping, filing, copying, faxing, and reporting on projects.
7. Participation in monthly, yearly program and PIR reports.

BUDGET & FISCAL

1. Report all suspected fraud activities.

SUPERVISION & Training

1. Support administrator, director, and staff in making changes in their care practices and or policies to the benefit of all children and adults in their settings.
2. Meet and actively pursue the minimum yearly training required for your position.
3. Support program Director in attainment of program goals and mission.

COMMUNITY PARTNERSHIPS

1. Actively seek out partnerships with community members and agencies to enhance program services and resources.
2. Enthusiastically promote Thrivalaska programs.

PROGRAM GOVERNANCE

1. Support and provide assistance for the work of the Board of Directors, Policy Council, and advisory groups.
2. Follow the chain of communication.

PROFESSIONAL INTEGRITY & WORK HABITS

1. Support the mission and goals of Thrivalaska "Helping Children Thrive."
2. Promote teamwork concept in relationship and strength-based organization.
3. Promote a positive work environment.
4. Project professionalism in conducting activities.
5. Provides outstanding customer care to staff and community partners in a positive professional manner.
6. Flexible, adaptable, and able to adjust to a variety of change and situations.
7. Follows all guidelines and procedures on confidentiality.
8. Has knowledge and training in developmentally appropriate practice, quality childcare and adult education.
9. Exhibits qualities of a lifelong learner by attending conferences, trainings and reading current literature in early childhood education and adult training.
10. Observes good housekeeping and safety practices, maintains cleanliness and orderliness.
11. Can be relied on regarding task completion and follow up.

12. Uses logical and sound judgment, applies common sense.
13. Makes timely decisions and maintains composure under trying circumstances.
14. Enhances job growth through continuing education, (24 hours annually) as required or necessary.
15. Promotes quality, accuracy, timeliness, reliability, and thoroughness of work performed.
16. Is punctual and reliable.

WORK LOCATION

1. Primarily 1949 Gillam way, Fairbanks Alaska

WORKING CONDITIONS

1. Thivalaska is a drug, alcohol, and tobacco free workplace.
2. Some exposure to communicable diseases.
3. Noise level in work environment may be moderate to loud.
4. Travel by car, bus, airplane or train may also be required as associated with attendance at conferences, meetings, trainings or providing training/mentoring. Some out of state and overnight travel will be required.

PHYSICAL REQUIREMENTS (examples)

1. Review and sign the Thivalaska Physical Job Description upon hire and annually.

EQUIPMENT USED

1. Computer
2. Copy machine
3. Telephone
4. Fax machine

Acknowledgment:

This job description describes the general nature and level of work performed by the employee hired for this position. The employee may be required to perform other job-related duties as requested. It is intended as a "living document" updated periodically to reflect changes in job responsibilities. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job, identify performance measures and potential training tools.

Employee Signature

Date

Printed Name