

## Mental Health Services Specialist Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=258241>

Downloaded On: Jun. 14, 2025 5:50pm

Posted Jun. 13, 2025, set to expire Jun. 23, 2025

**Job Title** Mental Health Services Specialist  
**Department** District HS/EHS/ECEAP Administrative  
**Institution** Community Colleges of Spokane  
Spokane, Washington

**Date Posted** Jun. 13, 2025

**Application Deadline** 06/23/2025

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Counseling Services  
Health Sciences  
Social Sciences - Other

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**Job Description**

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**Mental Health Services Specialist**

**Community Colleges of Spokane**

**Location:** CCS Head Start Admin Services Spokane

**Department:** District HS/EHS/ECEAP Administrative

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**Salary Range: \$71,375 - \$80,683**

**Starting salary for this position is: \$71,375 (Annually)**

**The salary range represents the earning potential for this position, through training, evaluations and years spent working in this position with Spokane Colleges.**

### **About Us**

Spokane Colleges Head Start/ECEAP/Early Head Start provides care and support for more than 1,600 children and their families. We offer safe and secure learning environments for children to grow and develop their skills to succeed in elementary school and beyond.

We are dedicated to working with low-income families. and involve parents and families in developing the goals of each Head Start center including centers on the Spokane Falls Community College and Spokane Community College campuses. We also serve the children of eligible students while they attend college.

**Applications will be accepted until 4:00 p.m. PST on 06/23/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.**

### **About the Mental Health Services Specialist**

#### **JOB SUMMARY**

Reporting to the Director of Program Services, the primary purpose of the Mental Health Specialist position is to provide content area expertise for all mental health services ensuring program compliance with Head Start Performance Standards, as well as federal, state, and local laws, rules and regulations.

This position entails the development, coordination, and evaluation of systems aimed at ensuring the provision of high-quality mental health services to children and families enrolled in Head Start/Early Head Start (HS/EHS) programs. These comprehensive systems encompass diverse aspects of mental health, including resource allocation, needs assessment at multiple levels (child, classroom, site, and program), training for staff and parents, supervision, and assessment of services rendered. Additionally, the position involves collaborating with other specialists and center managers,

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establishing mechanisms for documenting services, data tracking, and conducting evaluations to enhance mental health services for children and families.

Emphasizing staff wellness, this position also involves fostering a supportive environment and implementing initiatives to support the well-being of the staff involved in delivering these crucial services.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Ensure compliance with federal performance standards and state regulations by developing, monitoring and assessing mental health activities, services, practices, procedures, documentation and reporting systems. \*
- Maintain accurate and current information and resources. Advise and support development and provision of mental health services for children and families including services to pregnant women. \*
- Conduct regular site visits, utilizing observations of mental health services to children and families for providing consultation, guidance, resources, monitoring, recommendations and feedback to staff, center managers and the program's senior managers regarding the quality of service delivery and compliance with performance standards. \*
- Develop and provide component training, resources, materials and written procedures for direct service staff to increase knowledge and capability in complying with policies, procedures and performance standards. Coordinate with outside trainers to enhance staff skills and maintain compliance with performance standards. \*
- Review, evaluate and analyze behavior tracking and behavior incident reports in ChildPlus. Provide follow-up and support as needed, including completion and implementation of individual behavior plans and mental health consultant support. Provide aggregate site and program behavior data as requested by senior leadership. \*
- Collaborate with contracted Mental Health Consultants to guarantee the availability of mental health support systems across all HS/EHS locations, ensuring consultants are ready to deploy as needed. Utilize the Mental Health Consultant on an as-needed basis to address high-priority challenges and facilitate resource allocation and referrals, as necessary. \*
- Ensure that contracted consultants are provided explicit instructions and expectations regarding their collaboration with staff and enrolled families, which includes clear guidelines on documenting and reporting the services rendered. \*
- Collaborate with center managers to schedule and provide mental health support and consultation for staff, enabling them to offer necessary assistance, resources, and referrals to enrolled families.
- Participate in the implementation of program selected trauma informed approaches to behavior

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management and social-emotional learning for children, parents and staff. \*

- In collaboration with the education specialists, ensure developmental and behavior screening is completed following Head Start Program Performance Standard requirements, including documentation and follow-up. \*
- Participate in a team decision-making process when a therapeutic support staff person, Behavior Specialist, or other Head Start staff is assigned to a specific child/group; collaborate with staff and outside agencies to monitor, document, supervise, and evaluate as appropriate. \*
- Oversee the use of program funds designated for support of mental health services in classrooms; requesting additional funds as needed and in collaboration with education specialists, teaching staff, and center managers. \*
- Participate in and provide information for program planning and grants or contract development. Advise the program's senior management of funding needs for resources, future projects and/or service changes. \*
- Collaborate with component specialists to ensure coordinated and integrated implementation of mental health services throughout HS/EHS. \*
- Serve as chairperson of the Staff Wellness Committee and organize and oversee regular sessions focused on mental health, wellness, and health education for all staff members. \*
- Participate in the planning and implementation of the HS/EHS/ECEAP Health Services Advisory Committee. \*
- Work with local universities to recruit, screen and place mental health interns at sites. Onboard interns to program services and procedures. \*
- Attend trainings, conferences and review research to maintain knowledge, skills and abilities in area of expertise. \*
- Keep current with community resource developments that impact mental health, special education, or early intervention services. May act as a resource to community agencies and organizations as needed. \*
- Serve on interagency groups representing Head Start; serve as liaison between Head Start and the larger community; engage in joint planning with community partners on collaborative projects. \*
- Advocate for HS/EHS children and families and for improved or increased community response to early intervention, mental health, and wellness services issues; promote child and adult wellness systems identification and services within the wider community. \*
- Maintain and improve competencies within the field of mental health, behavioral health, and social-emotional growth and development; promote the dissemination and application of new developments with staff, parents, and the wider community. \*
- Provide consultation to ECEAP, CCAMPIS, or other early learning and care programs operated by the program, as needed.

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- Represent the mental health component within the community, business and professional groups and on committees within HS and Spokane Colleges, as requested.
- May participate on recruitment/screening committees and supervise part-time temporary staff, interns and practicum students.
- May perform tasks outside component specialty.
- Model professional decorum and mutual respect in all personal interactions. \*
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. \*
- Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. \*

*\*Indicates this is an essential duty.*

### COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Persuades
- Courage
- Instills Trust
- Self-Development
- Nimble Learning

Learn more about [our competencies](#).

### MINIMUM QUALIFICATIONS

- Bachelor's degree in Counseling, Social Work, Developmental Psychology or a related field from an accredited institution.
- Two years' experience in early learning mental health related services.
- Knowledge of the impacts of trauma on children and families, and child development including social-emotional learning.

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- Knowledge of IDEA Parts B and C, 504 plans, and the Americans with Disabilities Act (ADA).
- Knowledge of Head Start/EHS performance standards.
- Knowledge of Federal/State/local laws, rules and regulations, inclusive of Department of Early Learning childcare licensing regulations.
- Ability to observe and document services and relay information as appropriate.
- Ability to track, analyze and interpret data for reports and project trends.
- Possess tactfulness and the ability to provide professional leadership.
- Ability to maintain congenial and respectful relations with staff, children, families and community.
- Ability to be a contributory team member in a positive/productive manner.
- Ability to work effectively under conditions of limited supervision, high stress and rapidly changing situations and circumstances.
- Ability to provide training, mentoring and coaching to adult learners.
- Ability to set priorities and meet deadlines.
- Ability to participate in the development of policies and write procedures.
- Ability to work within assigned budgets.
- Ability to use general office computer software and specialized program management software.

### DESIRED QUALIFICATIONS

- Master's degree or higher in development psychology, early childhood, special education or related field from an accredited institution.
- Current license as a Child and Family Mental Health Counselor.
- HS, EHS or ECEAP experience.
- Five or more years' experience in trauma informed/healing centered care, early childhood education/special education.
- Two or more years' experience mentoring, coaching and/or training adults.

### PHYSICAL REQUIREMENTS

- Work is equally performed in an indoor office environment, and outdoor uncontrolled elements.
- Work is performed in an office environment with frequent interruptions and background noise.
- Work directly with students/clients.
- Move up to 25 lbs. frequently and up to 50 lbs. occasionally.
- Frequent kneeling, crouching, crawling, and climbing.
- Frequent repetitive reaching, grabbing, and stretching.
- Occasional exposure to fumes, dust, odors and/or biohazards.

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### CONDITIONS OF EMPLOYMENT

- Contract 12-month position.
- This position is overtime eligible.
- Post-Offer medical exam which includes tuberculin screening and submission of documentation indicating Measles, Mumps & Rubella (MMR) vaccination or immunity.
- Pre-Employment Post Offer Criminal history/child abuse information check including Washington State Department of Children, Youth and Families Portable Background Check prior to employment.
- First aid/CPR certification (or ability to obtain when training offered by Spokane Colleges).
- Requires local travel between centers.
- Documentation of educational/professional credentials.

*Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.*

*Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.*

### Benefits Information

This is a contracted, exempt management position. Medical, dental life and long term disability insurance benefits are provided as currently administered under the Public Employees Benefits Board; TIAA-Cref retirement plan or WA State Retirement Plan. Vacation leave accrues at the rate of 14.67 hours per month (22 days per year) and sick leave accrues at the rate of 8 hours per month, effective upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.)



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### [Public Employees Benefits Board](#)

### [Additional benefits information](#)

### **Required Application Materials**

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.
- College transcript(s) if applicable - unofficial/copies of transcripts are acceptable; official transcripts are required upon hire.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at [CCS.Recruiter@ccs.spokane.edu](mailto:CCS.Recruiter@ccs.spokane.edu).

### **Equal Opportunity Institution**

*Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.*

*Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:*

*Fred Davis | Chief Human Resources Officer*

*Spokane Colleges*

*P.O. Box 6000, MS1004*

*Spokane, WA. 99217-6000*

*509-434-5040*



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**To apply, please visit: <https://careers.ccs.spokane.edu/jobs/mental-health-services-specialist-spokane-washington-united-states>**

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

District HS/EHS/ECEAP Administrative  
Community Colleges of Spokane

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