



## Job Description

Position: **Mental Health Consultant**

Program/Department: Duffield Children's Center/ Early Childhood Programs

Reports to: Division Director

Work Location: Hours:  Full Time  Part Time  Hourly

**Position Summary:** Brooklyn Community Services Duffield Children's Center's Early Childhood Program provides full time day care for children 2-5 years old. Duffield has a capacity for 63 children. The role of the Mental Health Consultant is to ensure that students' educational and family needs are supported.

**This is a 10 hour a week consulting position.**

### Responsibilities:

#### Family Support:

- Complete family needs assessments and partnership agreements with all families
- Assess family needs and make appropriate referrals as needed
- Participate in monthly Parent Advisory Committee meetings
- Develop resources for families
- Provide workshop for families
- Maintain tracking system and documentation for MH and disabilities services

#### Child Support:

- Assess children's development and make evaluation referrals when necessary
- Track and follow up with all CPSE referrals and services
- Provide individual and classroom support for children with disabilities
- Maintain an educational milieu with all staff including; teachers and educational director
- Contribute to bi-annual parent teacher conferences
- Attend monthly all staff professional development trainings
- Participate in monthly Health Advisory Committee meetings
- Other tasks as may be required
- 

#### Qualifications Required:

- Master's degree in Social Work or Mental Health Counseling;
- NYS License in Social Work or Mental Health Counseling
- Experience in family work, school setting or with young children
- Knowledge of childhood development and disabilities
- Strong oral and communication skills
- Criminal, Neglect/Child Abuse, Medical clearance

#### Qualifications Preferred:

- Bilingual in Spanish or Chinese (Cantonese preferred)
- SIFI (Supervising Intern Field Instruction) Certified preferred

#### How to apply:

[Click here to apply to the Part-time Mental Health Consultant role](#)