



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road
Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

Red Cliff Tribal Council

JOB DESCRIPTION

POSITION:	ECC Mental Health Manager
EXEMPT:	40 hours per week/12 months
LOCATION:	Red Cliff Early Childhood Center
PROGRAM:	Red Cliff Head Start/Early Head Start Directors
WAGE:	\$15.00 - \$18.00/ hour (DOQ), plus benefits
SUPERVISOR:	Early Head Start Director (primary)

GENERAL STATEMENT OF DUTIES:

Mental Health Manager is responsible for providing oversight of the mental health component. Mental Health Manager will assist, encourage, and implement policies to ensure employees reach program goals for mental health. Will assist in participation with ECC Management Team in developing appropriate policies, procedures, and follow up in the mental health component.

DUTIES AND RESPONSIBILITIES:

1. Must maintain confidentiality of all child and family information and records.
2. Must secure mental health consultation services on a schedule of sufficient and consistent frequency to ensure a mental health consultant is available to partner with staff and families in a timely and effective manner.
3. Must ensure that all children have parental consent for Mental Health Consultations.
4. Is required to revise the Mental Health (Social Emotional Wellness) Plan yearly.
5. Provides group and individual mental health education, training, and consultation to staff and parents.
6. Works with ECC staff, mental health consultant, and parents to design and implement program practices responsive to the identified behavioral and mental health concerns of an individual child or group of children.
7. Develop and maintain a professional relationship with enrolled families, community health providers and all ECC staff.
8. Schedule EHS & HS Coordinated Services Team (CST) and Child Wellness Team (CWT) meetings.

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9. Attend Individualized Education Plan (IEP) and Individual Family Services Plan (IFSP) meetings as needed.
10. Manager will work closely with Early Head Start Director to identify data collection, best practices in collection of mental health data regarding services and needs of ECC children, not only 0-5 years old, but specifically ages 0-3, in conjunction with a Red Cliff Tribal Birth to Three grant administered by the ECC. Manager will streamline mental health data collection process from mental health consultant and Education/Abilities Manager special needs data for 0-3 year old children enrolled in both a home based and center based option at the ECC.
11. Must attend and participate in weekly staff meetings and job-related training as available and required.
12. Notify supervisor in advance of any known absences you will have.
13. Must adhere to all ECC policies and procedures and ensure that the Head Start Performance Standards are being met.
14. Work with community service providers to facilitate access to additional mental health resources and services, as needed.
15. Must maintain follow-up care for each child who is referred for mental health services.
16. Must ensure the children's mental health and social and emotional needs through strategies that include observation and consultation with the Mental Health professional are met.
17. Is required to attend all consultations with each Early Head Start and Head Start teacher.
18. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1. Minimum of bachelor's degree in mental health, behavioral health, psychology, social work, human services, early childhood education, or related field.
2. Must have demonstrated experience in mental health, human service area, behavioral health, social work or human services.
3. Must have minimum of one year demonstrated skills and abilities in leadership and management capacity relevant to program management.
4. Must possess good interpersonal and communication skills, including the ability to work as part of a team.
5. Must be sensitive to Native American culture and beliefs and have knowledge & experience in working with Native American families, with awareness of the uniqueness of the Red Cliff Ojibwe culture desirable.
6. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain

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- driver's eligibility as a condition of employment. Must be eligible for Red Cliff Tribe's vehicle insurance.
7. CPR and First Aid certification is required.
 8. Must pass mandatory background check and finger prints prior to hiring.
 9. Ability to communicate program information to parents, policy council staff and community members.
 10. Must have computer skills needed to meet job responsibilities.

WORK ENVIRONMENT:

All tribal buildings are smoke free. Primary work environment is in a 0-5 year old Head Start and Early Head Start Program for Native American children living on an Ojibwe reservation. Home visits may be required.

PERSONAL CONTACTS:

Collaboration with tribal, local and county, state, and national collaborating partners, with particular emphasis on networking with parents, extended families, and the ECC Management Team.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as long as the staff disability does not create an undue risk of injury to any enrolled children.

SPECIAL REQUIREMENTS: Must be physically able to work with young children, annual health exam, TB test, immunizations including Hepatitis B (or sign waiver), and required trainings such as confidentiality, CPR, etc.

TRAVEL REQUIREMENTS: Must be able to attend local, regional, and national trainings as required.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Name or Image of the

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Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

POSTING DATE: January 3, 2018

DEADLINE DATE: Open Until filled

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

FOR FURTHER INFORMATION CONTACT:

Red Cliff Band of Lake Superior Chippewa

Human Resources Department

88455 Pike Rd.

Bayfield, WI 54814

www.redcliff-nsn.gov

ashley.poch@redcliff-nsn.gov

diane.cooley@redcliff-nsn.gov

(715) 779-3700, Ext. 4267 or 4268

This job description is subject to change at employer's discretion, after consultation with the employee.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

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All Early Childhood Center (ECC) employees must submit mandatory criminal background check information to the Personnel Director with application, annually thereafter, and following any conviction occurring after commencement of employment.

The Red Cliff Tribe has a Drug-Free Work Place Policy and follows the intent of the Drug-Free Work Place Act. All new employees will be tested prior to starting employment.

5 CFR 1301.31 requires preference be given to qualified current or former parents of Head Start/Early Head Start children as position vacancies occur.

EMPLOYEE BENEFITS PACKAGE

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 11 paid holidays.

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