



A Community Action Agency Serving Southeast Minnesota
204 South Elm, PO Box 549, Rushford, MN 55971-0549
Phone: 507-864-7741 Fax: 507-864-2440
www.semcac.org | semcac@semcac.org



Equal Opportunity Provider

Request for Proposals
Semcac Head Start
Early Childhood Mental Health Consultant

Interested candidates should submit proposals by 12:00 P.M., August 6th, 2021 to:

Semcac Head Start
204 Elm St PO Box 549
Rushford, MN 55971
Email: Tanya.rye@semcac.org
Phone: (507) 864-7741
Refer questions to Tanya Rye

Instruction:

Read this entire Request for Proposals (RFP).

Submit a proposal that addresses each area outlined in the Response Requirements section below to the contact named above by the due date listed above.

Program Description:

Our comprehensive services focus on preparing children and their families for kindergarten. Our team members are family-focused, recognizing each family is unique, deserving of respect and dignity. Every child is entitled to a safe, loving respectful and nurturing childhood. Parents and teachers work together to plan activities that support each child's growth and well-being. Our services are provided within six counties located in southeast Minnesota- Dodge, Fillmore, Houston, Mower, Steele and Winona. We serve 300+ children, families and expecting mothers, birth to age five

Position Description:

Services provided by the Mental Health Professional (MHP) will be for 400 hours of service throughout the program year and include the following: The MHP will act as a resource to Head Start staff and families in the areas of Mental Health (MH) and Social/Emotional Development of children. As a resource, the consultant will be available to answer questions presented by parents and staff, provide guidance in the classroom, provide reflective support to staff, conduct trainings, review social/emotional screenings, determine MH needs of families and children through observations and arrange for MH referrals to outside agencies.

Specifically:

1. Provide services to enable the timely and effective identification of, and intervention in family and staff concerns about maternal, infant, toddler and preschooler mental health.

2. Be available frequently enough to become familiar with the needs of children requiring assistance, to provide information and consultation, and to help locate any needed treatment or service in the most responsive fashion.
3. Meet once per month with staff to design and implement program practices responsive to the identified behavioral and mental health concerns of an individual child, parent or pregnant woman.
4. Provide reflective support to Head Start staff as determined by program.
5. Conduct visits to each assigned Head Start center/partnership to meet staff and children, as well as to conduct adequate observations to assess center dynamics in support of mental health wellbeing. Provide a written report to the staff immediately following the observation, provide feedback and/or suggestions as needed in order to improve practices that promote mental health and follow up on any noted concerns.
6. Coordinate trainings and presentations with the teaching staff and/or parents as needed. This may include parent meetings, team meetings and Head Start trainings.
7. Communicate with Head Start's Inclusion/Mental Health Coordinator through monthly reports and tracking of HS children with MH concerns.
8. Refer to and use Head Start guidance provided by Head Start's Inclusion/Mental Health Coordinator and Head Start Performance Standards.
9. Act in an advisory capacity to the Head Start Director and Inclusion/Mental Health Coordinator in the area of mental health.

Qualifications:

Knowledge

- Demonstrated understanding of infant and early childhood mental health.
- Demonstrated understanding of differences in mental health services and concepts across cultures.
- Demonstrated knowledge of child mental health service system.
- Experience formulating and writing assessments and support plans, preferably for young children.
- Knowledge of facilitating reflective practice sessions.
- Experience with evidence-based practices to promote early childhood mental health is desirable, e.g. Conscious Discipline.
- Knowledge of Head Start is desirable.

Skills

- Build and maintain strong, collaborative relationships with Head Start staff, children and families.
- Partner with providers as a member of a diverse team.
- Lead and facilitate trainings for staff and parents.
- Conduct classroom observations.
- Refer providers and families to appropriate community services
- Communicate effectively with diverse groups both verbally and in writing.

- Organize tasks and manage time effectively.
- Organize and document observations and use for ongoing quality improvement.
- Have the flexibility to work remotely and/or virtually.

Education & Experience

- Master's Degree required, preferably in Social Work, Psychology, Counseling, or related field.
- Clinical license highly desirable.
- Minimum of 2 years direct experience in a mental health setting providing prevention services and/or mental health therapy to children and families.
- Certification as Qualified Mental Health Provider (QMHP) preferred.

Other Requirements

- Must have a valid Driver's License and proof of insurance.
- Maintain Adult/Pediatric First Aid and CPR certification.
- Maintain compliance with Criminal History Registry.
- Must have liability and professional liability insurance.

Reimbursement

Reimbursement for services awarded by this contract will be determined based on experience.

Response Requirements

Service Approach

Describe how you would provide the services detailed in the Position Description within the context outlined in the program description, specifically addressing (a) prior experience, including your experience with programmatic - and child and family centered – consultation, (b) your approach to promoting children's mental health, including your work with young children in child care or other early education settings, and (c) your approach to effectively implementing mental health consultation and reflective practice in Head Start, including your ability to partner and build relationships with families and staff.

Cultural Responsiveness

Describe your experience working with culturally, socially, and economically diverse families and staff.

Continuity of Services

Describe how you will ensure continuity of services from the same mental health consultant by including your plan for supporting their professional development, supervision and retention.

References

Please include letters and contact information of three (3) references who we can contact on your ability to provide similar services as described in this RFP.

Resume (required)

Please include the resume of the ECMHC.