

Draft  
Valley Oak Children's Services  
Job Description

Job Title: Behavioral Health Manager  
Department: Quality Services  
Reports to: Deputy Director  
Grade: 5  
Salary: \$24.04 per hour  
Classification: Non-exempt, hourly. This is a contract position contingent upon continued funding from Butte County Behavioral Health.

Approved by Board of Directors:

VOCS Employee Responsibilities include actively supporting the Agency Mission, Vision and Values and becoming familiar with all programs operated by Valley Oak Children's Services.

**Essential Duties and Responsibilities** include the following:

- Knowledge of State and Federal Regulations applicable to California Department of Education (CDE) Child Development Services, Childcare Payment Programs, Title 5 regulations, Federal Child Care Food (CCFP) Program regulations for childcare providers, Childcare Licensing for childcare facilities, and Resource and Referral Programs and State and Federal Human Resource requirements.
- Knowledge of providing mental health services in California and the State Department of Mental Health guidelines regarding confidentiality of behavioral health programs.
- Working knowledge of MHSA programs.
- Manage VOCS Therapeutic Child Care program and other assigned programs.
- Coordinate Therapeutic Childcare staff participation and trainings with Dr. Bruce Perry and the ChildTrauma Academy.
- Respond to requests for information, resources and services from the childcare community on behavioral health issues.
- Provide consultation and/or assessments of children with behavioral health issues to childcare providers and families and effect solutions.
- Assist parents and/or providers in developing a behavior modification plan.
- Assist with coordination and/or presentation of behavioral health training activities and workshops for parents, providers and the community.
- Write articles for the online agency newsletter.
- Assist with research, collection, maintenance and dissemination of current legislative information, child mental health data and needs assessments and behavioral related information. Develop and maintain child development resources and child behavioral health resources file.

- Work with supervisor in regards to related reports, budgets and expenditures.
- Seek and provide development support when appropriate in mental health proposals.
- Make appropriate referrals for child and family support services.
- Attend collaborative meetings related to child and family mental health services as directed.
- Serve as a liaison to various agencies that provide mental health services to children.
- Knowledge of Medi-Cal billing and documentation.
- Participate in VOCS functions, meetings and trainings as needed.
- Supervise Behavioral Health staff and interns as assigned.
- Develop policies, procedures and forms for the Therapeutic Child Care program to stay in line with proposal.
- Maintain regular connection to Strong Starts Partnership, local school districts for transition coordination, Community Health Alliance of Oroville, Children's Services Coordinating Council, Child Abuse Prevention Council and the Local Childcare Planning Council.
- Connect the medical community with mental health services offered at Therapeutic Child Care.
- Maintain communication with other PEI projects to access benefits from those projects to the families enrolled in TCC.
- Oversee data collection and coordination for BCBH and CTA.
- Creation of the parent menu for participation at the childcare center for TCC program.
- Serve as a liaison to the Therapeutic child care sites.
- Coordinate the TCC multidisciplinary team.
- Other duties as assigned.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable an individual to perform essential functions.

- Knowledge of current Behavioral Health practices with children ages 0-6 and their families.
- Knowledge of Medi-Cal billing service.
- Knowledge of HIPPA requirements.
- Demonstrated strong organizational planning and time management skills.
- Excellent analytical, math and computer skills.
- Ability to think clearly and logically and analyze complex issues.
- Ability to use experience and judgment to plan and accomplish goals.
- Ability to maintain confidentiality of information.
- Ability to work effectively with others.

- Ability to understand the problems and issues facing families from a variety of ethnic and economic communities.
- Knowledge of basic child development theories and best practices to include: early brain development, cause, symptoms and behavioral characteristics of emotional disorders of young children and knowledge of methods for implementing child care program objectives.
- Ability to observe and record information of children’s general physical condition, behavior, mood changes, interactions with others and overall progress to child’s treatment plan, as well as any unusual incidents.
- Flexibility of schedule. Required to schedule one night a week for coordination and facilitation of parent meetings.
- Awareness and knowledge of Butte County community systems and resources.
- Strong organizational and time management skills.
- Must have experience managing multiple programs at a time.

**Education and Experience:**

- Master’s degree (M.A.) in Psychology, Social Work, Child Development or related field and 3 years of experience working with families with children aged 0-6. Two years of supervisory experience required. Bilingual English/Spanish preferred.
- **Certificates, Registration, Licenses:** A valid California driver's license is required. Vehicle liability insurance is required per the State of California. This position requires travel and dependable transportation. TrustLine/fingerprint clearance required.
- Current CPR or must obtain within 1 month of hire.
- Negative TB screening within past 6 months.

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_