



Job Description
Mental Health Services Manager
Day Care Council of New York
Updated: May 2023

Now in its 75th year, the Day Care Council of New York (DCCNY) is a membership, advocacy, and service organization for NYC's early childhood education providers and families seeking quality childcare and education services. Founded in 1948 to fight for the survival of publicly funded childcare centers when federal funds were eliminated at the end of World War II, we still play several vital roles in NYC's early childhood education system.

With a mission to seek support for and assist in developing quality early childhood education and family and group family childcare services designed to promote the proper growth and development of children and their families, DCCNY is a recognized leader in NYC's advocacy community. We work with member agencies on labor relations, public policy, and training needs.

As a leading research and advocacy organization, we pushed for the City's continued expansion of early childhood education, including the launch of Universal Pre-K programs, salary parity for community-based early childhood educators, and the retention of several initiatives introduced through emergency orders in response to the COVID-19 pandemic in support of families' ability to access affordable quality childcare. We continue to push for public support of high-quality, affordable childcare for low-income families in NYC. We serve as a resource for early childhood center-based providers, their governing boards of directors, and family and group family childcare providers. And we continue to play a critical role in supporting the growth and development of NYC's early childhood workforce.

Description

The Mental Health Services Manager is a new position with three key goals:

- Promoting healthy growth of children's (ages 0 to 5) social and emotional development by building the confidence, competencies, and skills of caregivers, staff, and families.
- Providing quality customer service-oriented management of DCCNY's mental health support programs.
- Collaborating with DCCNY's Director of Child Care Services, Director of the Family Child Care Network, and other senior staff to develop new services to support the growth and development of New York City's early childhood programs and workforce.

Among other responsibilities, this position will manage mental health consultation services and associated contracts that focus on supporting the relationship between children, primarily ages 0-36 months, and the caregivers and adults in their lives.

The Mental Health Services Manager will maintain, build, and manage the Mental Health Services team that provides consultation to teaching staff, family child care providers, and caregivers, with a specific focus on infants and toddlers. This role involves significant collaboration with DCCNY staff, member organizations, affiliated family child care providers, and external partners.

The Mental Health Services Manager will have the opportunity to help shape a growing portfolio. DCCNY is in constant contact with leaders and staff in its member organizations, and with the providers in its Family Child Care Network based in Jamaica, Queens, and the successful candidate will help to design and manage programs so that they address needs identified in partnership with our constituents.

Key Responsibilities

While the role will evolve, specific immediate responsibilities include:

- Conduct developmental assessments of children in center-based and family child care programs, and help families obtain early intervention services.
- Provide services for child care providers and families in the designated catchment area in Jamaica, Queens. Services will include counseling, providing information, making referrals, and advocating for services and resources.
- Offer consultation that reflects and respects the philosophy of early childhood mental health consultation practices and the assigned program, and is culturally responsive to the child, family, and caregiver.
- Provides on-site crisis intervention for providers, staff, and families, as needed.
- Use the IT Child Developmental Assessment to assess strengths and challenges within the infant-toddler and early intervention environment as well as with teacher/provider practices.
- Support early childhood educators and caregivers in creating prosocial emotional learning environments that are emotionally safe and responsive.
- Develop inclusive policies for working with infants and toddlers, young children, caregivers, and early childhood professionals.
- Support teachers and staff with classroom management strategies to promote the social-emotional development of the children in their care.
- Develop and conduct training and workshops for providers, caregivers, and community members inclusive of early childhood and social-emotional development.
- Collect and analyze required data.
- Maintain case files, records, and certifications.
- Ensure compliance with child care and early intervention and HIPAA regulations, as well as best practices in mental health consultation and trauma-responsive practices.
- Complete required documentation, including funder-required reports, accurately and on time;
- Participate in continuing education opportunities.
- Participate in internal and external functions and meetings.
- Perform other duties as assigned by the directors.

Qualifications, Skills, Abilities, and Characteristics

The following items represent the required knowledge, skills, abilities, and experience. This position requires effectively establishing and maintaining cooperative working relationships within a diverse, multicultural environment.

- MSW or Master's degree in Mental Health Counseling, Psychology, or other related field required; license or certification preferred.
- Five years or more experience in the mental health field with at least two years in a supervisory capacity preferred.
- Bilingual proficiency (English and Spanish) is preferred.
- Valid NYS driver's license and registered vehicle are required.
- Willingness to travel within the Network catchment area (Jamaica, Queens).
- Experience working with children and/or families in early childhood settings.
- Demonstrated experience in early childhood education, intervention, and/or infant and toddler mental health.
- Strong computer literacy; proficiency in Microsoft Office Suite and Google G-Suite.
- Program management experience.
- Working knowledge of typical and atypical infant and early childhood development, early childhood mental health, adverse childhood experiences, family systems, etc.
- Excellent written, verbal, presentation, and organizational skills

- Ability to engage with racially, ethnically, and socioeconomically diverse communities.
- Ability to work independently within a flexible schedule, including working on some Saturdays.
- Strategic thinker with the capacity to be adaptable, navigate ambiguity, and be solutions-oriented.
- Demonstrated effective time management.
- Ability to work collaboratively on multiple projects with a diverse group of stakeholders.
- Deep commitment to our mission and nuanced understanding of systemic and structured racism and inequity.
- Ability to carry and lift light items.
- Other tasks as assigned.

Employment Period: Permanent full-time

Hours per Week: 35 hours per week

Compensation: \$75,000 - \$85,000 annually

Benefits: Eligible for benefits package offered to full-time staff

DCCNY is committed to recruiting and retaining a diverse and talented team. Salary offers depend on qualifications, internal equity, and the funding supporting the role. To demonstrate our commitment to pay equity, DCCNY caps salary offers at the stated range maximum and new hires are generally not eligible for salaries at the high end of the salary range.

While DCCNY currently offers a hybrid work arrangement, some positions require up to five days in the office and regular in-person engagements with the public. While this position is based at the main office in Manhattan, weekly visits to our Queens offices and program sites will be required.

As it pertains to vaccination mandates, DCCNY abides by city, state, and federal agencies and funder requirements, which may change over time. Over the last two years, DCCNY has required all staff to submit proof of complete vaccination against COVID-19 with an FDA- or WHO-authorized vaccine via NYS Excelsior Pass/Excelsior Pass Plus and reserves the right to continue such requirements going forward.

All offers of employment are contingent upon completing a background check, including verification of social security number, criminal record, and educational history.

Application Instructions

To apply, please submit a cover letter and resume to **employment@dccnyinc.org**. We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

The Day Care Council of New York is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations, and communities to apply.