

Early Childhood Mental Health Consultation Coordinator

Position Description

Introduction & Background

Mission

Healthy Child Care Colorado's mission is to build safe, supportive, and healthy early childhood settings and systems where children and professionals learn and grow.

Mission Strategies

1. Serve as a statewide **Network Hub** for consultation in early childhood.
2. Support **Quality Improvement** efforts in early childhood settings.
3. **Advocate** for best practices and sound policies.



Core Values, Guiding Principles, and Priority Areas

Our core values and guiding principles compass are common threads throughout our team culture, programs and services, and organizational development. We strive to bring these values into our work every day.

Our work is strengthened and supported through local, state, and national partnerships to promote and support best practices and policies in four priority areas:



Obesity
Prevention



Social & Emotional
Well-Being



Oral
Health



Injury
Prevention

Position Information & Scope

This is a salaried, full-time exempt position and will be hired at 32 to 40 hours per week with competitive benefits. This position will work part-time in the office in Denver and part-time remote. Flexibility with work location is possible, especially for those living outside of the



Denver metro area. This position reports to the Executive Director. The ECMHC Coordinator collaborates with team members, partners, consultants, and the ECMHC Leadership Team to support the ECMHC system and services. The Coordinator's work is guided by the [ECMHC Network Hub Foundations](#) and forthcoming action plan.

The Colorado Early Childhood Mental Health Consultation Network Hub strengthens connections, resources, policies, and practices for mental health consultation to ensure children, families, and programs can thrive.

This position works closely with the Child Care Health Consultation and Pyramid teams to identify areas of opportunity for enhancement and collaboration. The ECMHC Coordinator is responsible for the deliverables outlined in projects assigned to this position. The ECMHC Coordinator will develop relationships and partnerships with stakeholders, contribute to reports, provide technical assistance, track program impact data, plan and deliver professional development events.

Essential Duties & Responsibilities

Engagement & Support

- Provide and track technical assistance to ECMHCs and analyze trends to identify areas where additional support and professional development may be needed
- Conduct outreach and community engagement to increase the awareness of ECMHC services and promote connections
- Effectively communicate and build relationships with ECMHCs as well as support implementation of tele-consultation and use of language services
- Write content and compile information for monthly communications, newsletters, and social media
- Support effective usage of the state Salesforce database and chatter
- Be involved and stay up-to-date through office hours, data releases, and needs associated with consultation data

Practice & Implementation

- Develop relationships and strategic partnerships in early childhood, mental health, and social and emotional well-being to grow and enhance our supports and services
- Convene and facilitate monthly engagement opportunities for the ECMHC workforce to build relationships, gather updates, and resources to support their practice
- Plan and present in-person and webinar trainings and communities of practice
- Occasionally, develop trainings for early childhood professionals and/or consultants utilizing the State's Training Alignment and Approval process
- Develop and facilitate professional development opportunities including training, mentoring, communities of practice, reflective practice, and more

Leadership & Advocacy

- Collaborate with the Office of Early Childhood's Health & Well-Being Unit to coordinate communications, supports, and professional development for ECMHCs
- Facilitate the ECMHC Leadership Team orientation, recruitment, and meetings
- Collaborate with the ECMHC Leadership Team to create the ECMHC Network Hub's annual action plan
- Promote and engage in opportunities to leverage national models, integrate state systems, and balance local needs to influence systems, services, and policies
- Advocate and promote the best practices and sound policies for social and emotional well-being for children prenatal through age eight

Program Management

- Track progress and data related to contract deliverables and programmatic goals, work closely with subcontractors, and contribute to reports for funders
- Contribute to the organization's culture and framework of learning and evaluation by collecting and reviewing data and identifying areas of strength and improvement
- Actively strive to ensure that HCCC's organizational values are evident in your work and relationships both internally and externally
- Assist with ideation and grant writing related to your area of expertise
- Perform other duties as assigned

Qualifications

Education & Experience

Bachelor's degree required. Two or more years of experience as a project coordinator, preferable within behavioral health services or healthcare related field. Previous experience working in early childhood mental health and/or public health systems. Demonstrated effective and meaningful training delivery and meeting facilitation. Experience as a mental health clinician specializing in work with young children (ages 0-8) and their families.

Knowledge

- Knowledge of quality improvement efforts and best practices related to social and emotional development and early childhood mental health consultation
- Awareness of the landscape, strengths, challenges, and needs in the early childhood and/or public health fields
- Knowledge of adult learning principles, reflective practice, training development
- Understand the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities
- Demonstrated knowledge and experience in supporting the practice of geographically dispersed individuals doing similar work
- Knowledge of child development, early childhood mental health theory and interventions, and trauma informed care
- Proficiency with online meeting platforms and Microsoft Office Suite to include SharePoint, Word, Excel, and PowerPoint

Skills

- Ability to work collaboratively with diverse types of people, communicating tactfully and effectively in both written and spoken form
- Ability to think across systems and sectors to create solutions and collaborations, make public presentations, analyze situations, and adopt appropriate courses of action
- Strong attention to detail and commitment to a high standard of quality
- Demonstrated ability to manage multiple projects, lead teams, and meet deadlines with strong organizational and time management skills

Personal Qualities

Friendliness and ease in meeting the public; ability to maintain confidentiality; flexibility and adaptability to changing landscape and priorities; positive attitude toward early childhood and mental health activities; alignment with organization's values; ability to work as a member of a team. Ability to create strong relationships with adults with an understanding of, and respect for, culture and diversity.

Preferred Qualifications

- Experience working directly with or in early childhood programs, conducting trainings, mentoring early childhood professionals, or providing consultation
- Bilingual English/Spanish proficiency
- Experience and knowledge of group dynamics and facilitating interactions with adults
- Intermediate Trainer Credential through the [Colorado Shines PDIS](#)

Physical Demands & Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to communicate and work on a computer for reading, writing, and virtual meetings. The employee must occasionally lift and/or move up to 25 pounds. The noise level in the physical office environment is usually low to moderate. Occasional travel throughout Colorado required.

Compensation

The salary range is \$48,000 - \$60,000 annually, plus benefits. This is a large range to accommodate the possibility of this position working between 32 hours to 40 hours per week.

Apply

Send a letter of interest, résumé, and bio via email to jobs@healthychildcareco.org

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