

REQUEST for PROPOSALS

Head Start Program

Early Childhood Mental Health Consultation

Submit Proposals by [Time], [Month, Day, Year] to:

Head Start Program

[Contact Name]

[Address, City, State Zip]

[Fax]

[Email]

Please contact [Contact Name] with any questions at:

[Phone Number] or [Email] by

[Time], [Month, Day, Year]

Announcement Date will be [Day, Month, Year]

Instructions

Please read this entire Request for Proposals (RFP).

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

PROGRAM DESCRIPTION

Our Head Start Program is a comprehensive child development program. Our approach to mental health services and supports for children and families is supportive, non-judgmental, strengths-based, and culturally and linguistically responsive and sensitive. Our program is family-centered and –driven and relies on developing collaborative partnerships between families and staff. We employ a combined model of preschool with family services and outreach.

POSITION DESCRIPTION

The Early Childhood Mental Health Consultant (ECMHC) is responsible for providing mental health consultation and support to Head Start staff, children, and families. The ECMHC will perform a broad range of services, including early childhood mental health consultation in classrooms and during home visits; training and coaching of staff; parent training; screening, assessment and referral services for children and families. The ECMHC will also collect data, maintain records, and support compliance in all facets of Head Start Performance Standards and State regulations.

Duties & Tasks

1. General Classroom Observations, Consultation & Coaching (40%)

- Visit each classroom at least once per month.
- Provide child development information to staff related to social-emotional development and mental health.
- Provide guidance to staff on selecting, implementing, and interpreting social-emotional screening and assessment tools and findings
- Provide guidance and model developmentally appropriate activities for children and effective ways to work with and support young children.
- Provide written and oral observations and strengths-based feedback to classrooms on an annual basis.
- Meet with classroom teams to review classroom observations and develop and implement plans as needed.

2. Staff Training (10%)

- Support, coordinate, and provide staff trainings related to social-emotional and mental health issues at least once per quarter.

3. Programmatic Consultation (5%)

- Participate in weekly staff team meetings.
- Participate in the development and implementation of mental health program and policy.

4. Parent Training (5%)

- Recruit participants for at least one parent and one parent-child group per year.
- Coordinate and facilitate parent and child groups.

5. Individualized Child- and Family-Centered Observations & Consultation (20%)

- Conduct observations of individual children as assigned or referred for consultation.
- Meet with families to consult on child and family needs and create or follow-up on plans to support these needs.

6. Individual Child Screening, Assessment & Referral (5%)

- Conduct standardized developmental, behavioral, and/or social-emotional screens and assessments for individual children as assigned or referred for consultation.
- Provide child and family referral and follow-up to community services.

7. Home Visiting (10%)

- Conduct home visits to support the mental health needs of families and children.
- Provide guidance and model developmentally appropriate activities for children and effective ways to work with and support young children.

8. Other (5%)

- Participate in regular supervision with Program Director and clinical supervisor.
- Contribute to federal, state, and local reporting requirements.

SCHEDULE

ECMHC services are provided within a 40-hour work week and a flexible schedule, which may include some early morning or evening work. This Request for Proposals (RFP) will award a contract for a 12-month period.

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 services system.
- Demonstrated experience with clinical documentation.
- Experience formulating and writing assessments and support plans, preferably for young children.
- Experience with evidence-based practices and curricula to promote early childhood mental health is desirable, e.g., Incredible Years, Parents as Teachers.
- Knowledge of Head Start is desirable.

Skills

- Build and maintain strong, collaborative relationships with Head Start staff and families.
- Partner with providers as a member of a diverse team.
- Lead and facilitate trainings for parents and staff.
- Conduct standardized screens and assessments, preferably for young children.
- Use results of screens and assessments to guide work with families, set goals, and develop individualized plans.
- 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 assessment and screening results and use for ongoing quality improvement.

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.
- Bilingual/bicultural English-Spanish strongly preferred.

Other Requirements

- Ability to manage physically active children ages 1 to 5, including guiding, pursuing, restraining, and withstanding sudden movements.
- Ability to occasionally lift up to 50 pounds.
- Must have valid Driver’s License and proof of insurance or must have acceptable alternative transportation.
- Maintain First Aid and CPR certification.
- Maintain compliance with Criminal History Registry.

SUPERVISION

The ECMHC will report to the Head Start Program Director, who will assign and oversee the work of the ECMHC. Administrative supervision meetings will occur on a weekly basis between the Program Director and ECMHC. Performance evaluations will be conducted at 6 and 12 months post-hire, and annually thereafter. The ECMHC will also participate in biweekly clinical supervision with a licensed professional, who is contracted with the Head Start site.

REIMBURSEMENT

Reimbursement for services awarded by this contract will range between \$[Dollar Amount] to \$[Dollar Amount], depending on experience and qualifications.

RESPONSE REQUIREMENTS & SCORING CRITERIA

Contact Information of Submitting Individual/Organization (Required)

- a. [Organization Name, if applicable] _____
- b. [Contact Name] _____
- c. [Address, City, State, Zip] _____
- d. [Phone Number] _____
- e. [Email] _____

Service Approach (20 points)

Please describe how you would provide the services detailed in the Position Description within the context outlined in the Program Description, specifically addressing (a) prior relevant 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 in Head Start, including your ability to partner and build relationships with families and staff.

Cultural Responsiveness (10 points)

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

Continuity of Services (10 points)

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

References (5 points)

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

Cost Estimate (5 points)

Please submit a budget, including the direct and indirect costs for the ECMHC.

Résumé (Required)

Please include the résumé of the ECMHC.