



**JEWISH FAMILY &  
COMMUNITY SERVICES**  
EAST BAY

Job Announcement

## **Early Childhood Mental Health Consultation Manager**

**JOB TITLE:** Early Childhood Mental Health Consultation Manager

**PROGRAM:** Parenting & Youth Services

**REPORTS TO:** Senior Director of Programs

**LOCATION:** Berkeley, CA

**EMPLOYMENT TYPE:** Full time, salaried, exempt

### **OUR AGENCY**

Rooted in Jewish values and historical experiences, and inspired by the strengths of the diverse communities we serve, JFCS East Bay promotes the well-being of individuals and families by providing essential mental health and social services through every stage of life. JFCS East Bay is an innovative, multicultural human service agency that has served individuals and families throughout Alameda and Contra Costa counties since 1877.

The agency's current programs include resettling refugees, providing mental health services to children and families, offering immigration legal services, and supporting seniors and Holocaust survivors. Our staff of more than 60 employees is characterized by its dedication, teamwork, warmth, and humor. Agency offices are located in downtown Berkeley (five blocks from BART) and Concord (five blocks from BART), with a satellite location in uptown Oakland.

*JFCS East Bay actively seeks to hire qualified professionals who reflect the cultural and linguistic diversity of the East Bay and of our clients. We are committed to creating a community where staff and clients from all backgrounds feel safe, welcome, and included. We are looking for equity-minded applicants who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. We hope to expand our diversity in the belief that clients heal best when staff represent the communities they serve and are guided by values of social justice.*

### **JOB SUMMARY**

Under the supervision of the Senior Director of Programs, the Early Childhood Mental Health Consultation Manager will oversee the agency's early childhood mental health consultation at preschools throughout the East Bay. This is an administrative position that includes direct provision of early childhood mental health consultation to some preschools.

## DUTIES & ESSENTIAL JOB FUNCTIONS

### Management:

- Provide leadership in the provision of quality early childhood mental health consultation services while adhering to the Standards of Practice.
- Supervise early childhood mental health consultation supervisors and consultants.
- Oversee various grants and contracts, develop scopes of work, and make sure deliverables are met.
- Provide training for new consultants.
- Attend supervisor, team meetings, and meetings with site directors and various funders.
- Complete grant reports.
- Maintain focus on DEI in all services.

### Consultant in Preschools:

- Provide consultation to teachers regarding general child development and social and emotional needs of preschoolers
- Provide consultation to teachers regarding specific children and behaviors
- Participate in staff meetings and facilitate workshops for teachers
- Observe children and develop strategies for parents and staff to promote optimal development
- Conduct parent workshops and parent groups
- Provide resources and referrals when appropriate

## COMPETENCIES

- **Computer Literacy:** Use technology effectively in the performance of one's job. Includes the integration and acceptance of new technology when appropriate. Confidence using the following
  - Microsoft: Word and Excel
  - Google Suite: Docs, Gmail, calendar
  - Client Management System / Database
- **Integrity:** Ability to maintain strict confidentiality related to client, staff and other Agency information. Personal qualities of integrity, credibility, and commitment to agency mission of promoting and strengthening the social and emotional well-being of diverse individuals and families throughout the East Bay
- **Cultural Competency:** Committed to culturally informed practice and a multicultural learning environment. Experience working in diverse communities and ability to bridge cultures.
- Patience, compassion, flexibility
- **Problem Solving:** A proven ability to identify administrative needs, propose solutions and lead the adoption of new processes
- **Communication:** Able to inform verbally and in writing, with clarity and good effect and to understand clearly and quickly when instructions are received. Includes judgment about what information is important and what is not, and what should be communicated, how, to whom and when.

- **Work Quality:** Strong attention to detail
- **Planning:** Excellent organizational and time management skills
- **Adaptability:** Ability to manage multiple tasks simultaneously and prioritize work to meet deadlines. Ability to work independently and part of a team

#### **QUALIFICATIONS**

- LCSW or LMFT with 2 years post licensure and ability to supervise.
- A **minimum** of 2 years of experience in early childhood mental health consultation.
- Bilingual in English & Spanish or BIPOC preferred.
- Clean DMV record, current California driver's license, and car required.
- Must be able to travel to various job sites in Alameda and Contra Costa County.

#### **COMPENSATION AND BENEFITS**

Compensation is dependent on experience, starting at \$90,000. Benefits include medical, dental, 401(k), generous paid time off, great colleagues, and a friendly, respectful work environment.

#### **TO APPLY**

Please submit a thoughtful cover letter and resume to [currentjobs@jfcs-eastbay.org](mailto:currentjobs@jfcs-eastbay.org) with **PY50 written in the subject line**. Position open until filled.

*JFCS East Bay is an Equal Opportunity employer that highly values diversity and does not discriminate on the basis of age (40 or older), ancestry, color, religious creed (including religious dress and grooming practices), denial of family and medical care leave, disability (mental and physical, including HIV and AIDS), marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (including pregnancy, child birth, breastfeeding, and medical conditions related to pregnancy, child birth or breastfeeding), gender, gender identity and gender expression, sexual orientation, or any other protected status in accordance with all applicable federal, state, and local laws.*