

Notice of hire to obtain a
MENTAL HEALTH CONSULTANT

Eastern Idaho Community Action Partnership (EICAP) is seeking a Mental Health consultant to provide services to children and families in the Head Start/Early Head Start Program. Head Start is a grant funded early childhood education program that supports vulnerable children, ages birth to 5, to achieve success in school and beyond. Head Start focuses on early learning, health, and family well-being.

EICAP's Head Start Mental Health Consultant will support children, families, and staff in our Head Start/ Early Head Start centers. EICAP currently has 6 centers located in Blackfoot, Idaho Falls, Rexburg, and Salmon.

QUALIFICATIONS

1. Licensed mental health professional.
2. Knowledge and experience in serving young children and their families.
3. Selected consultants must provide copies of licensing and proof of background checks completed in the last 5 years for each employee providing services to HS/EHS each program year.

REQUIREMENTS:

1. Abide by EICAP's Standards of Conduct and Confidentiality requirements.
2. Completes training required by Head Start funders.
3. Participate in meetings with Center Managers prior to each school year to schedule services.
4. Complete classroom observations of each Head Start classroom during the first 90 days of the school year.
5. Provide at least (One) training for staff and (One) training for parents at the EICAP Head Start/Early Head Start Centers.
6. Complete initial individual observations of children in the classroom and/or home served by the EICAP Head Start/Early Head Start Program. Meet with staff and/or parents to provide feedback from these observations, at the center or on a home visit. Create and provide Goal Driven plans for parents and staff after individual observations are completed so that step by step intervention is available to assist children in need.
7. Create and provide a schedule to be available for consultation, in person or by phone at the request of Center Managers or the Children's Services Advisor.
8. Respond to telephone calls, e-mail, or text messages from Head Start/Early Head Start staff in a timely manner and no later than one week from initial contact.

TERMS:

1. The selected consultant(s) will be contracted for a term of 2 years.

2. Milage will be paid to the Consultant at the current GSA rate.
3. The consultant will provide the agreed upon In-Kind amount on each invoice.

If interested in the above position, please respond to this notice with a detailed proposal letter describing:

- Your interest in the position
- Your qualifications
- Days and times available
- Desired hourly rate and reasoning behind the requested rate
- Amount of your hourly wage you'd be willing to donate towards Head Start program In-Kind. Head Start relies on In-Kind donations to maintain annual program funding.

A virtual meeting will be held on Friday, June 16, 2023, at 2:45pm to answer any questions regarding the requirements of this position and the contracting process. If you would like to attend this meeting, please respond to katterton@eicap.org to request an invite.

Please email your proposal letter to katterton@eicap.org by June 23, 2023.