

REQUEST for PROPOSALS

Head Start Program

Early Childhood Mental Health Consultation

Submit Proposals by 12:00 PM, July 31, 2024, to:

CAPLP Head Start

Kristin Phillips

891 Belsly Blvd.

Moorhead, MN 56560

Kristinp@caplp.org

Please contact Kristin Phillips with any questions at:

218-512-1517 or kristinp@caplp.org

Announcement Date will be September 1, 2024

Instructions

Please read this entire Request for Proposal (RFP)

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

PROGRAM DESCRIPTION

CAPLP is a anti-poverty fighting agency. Our approach to mental health services and support for children and families is supportive, non-judgmental, strengths based and culturally and linguistically responsive and sensitive. Our program is family centered and relies on developing collaborative partnerships between families and staff. We employ a combination of teachers and home visitors.

POSITION DESCRIPTION

The Early Childhood Mental Health Consutant (ECMHC) is responsible for providing mental health consultation and support to Head Start children, staff and families. The ECMHC will

perform a broad range of services including mental health consultation in the classrooms and during home visits; training and coaching of staff; parent training; and referral services for children and families. The ECMHC will also collect data, maintain records, and support compliance with Head Start Performance standards and state regulations.

Duties and Tasks

1. Classroom Observations, Consultation and Coaching
 - a. Visit each classroom at least once per month
 - b. Provide children development information to staff related to social-emotional development and mental health
 - c. Provide guidance to staff on interpreting social emotional screenings and assessment tools and findings.
 - d. Provide guidance and model developmentally approaches when supporting young children
 - e. Provide written and oral observations and strengths-based feedback to classrooms on an annual basis.
 - f. Meet with classroom teams to review observations and develop implementation plans as needed
2. Staff Training
 - a. Support, coordinate and provide staff trainings related to social-emotional and mental health issues at least once per quarter
3. Programmatic Consultation
 - a. Participate in monthly management check in meetings
4. Parent Training
 - a. Recruit parents for evidence-based parenting trainings
 - b. Coordinate and facilitate parent group trainings
5. Individualizes Child and Family observations and consultations
 - a. Conduct observations of individual children as referred for consultation
 - b. Meet with families to consult on child and family needs and create or follow-up on plans to support these needs
 - c. Initiate referrals for children or families per consent from families
6. Child Screening, Assessment and Referral
 - a. Review social emotional screenings and assessment for children referred for consultation
 - b. Provide child and family referral and follow-up to community Mental Health Providers

7. Home Visiting

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

SCHEDULE

ECMHC services are provided within a Monday through Friday work week and may include evening work. This contract will be awarded for a 12-month period.

QUALIFICATIONS

Knowledge

- Demonstrated understanding of early childhood mental health
- Demonstrated understanding of culturally responsive mental health services
- Demonstrated understanding of child mental health service systems
- Experience with evidence-based practices and curricula to promote early childhood mental health is desirable e.g. Conscious Discipline, Incredible Years, Parents as Teachers

Skills

- Build and maintain strong collaborative relationships with staff and families s
- Lead and facilitate trainings for parents and staff
- Use results of screenings and assessments to guide work with families and children
- Refer families to appropriate community services
- Community effectively with diverse groups
- Organize, and prioritize tasks to manage time effectively
- Document observations, referrals and services

Education and Experience

- Master's Degree required in Social Work, Psychology, Counseling or a related field.
- Clinical License
- Minimum 2 years of experience in a mental health setting providing prevention services and or mental health therapy to children and families

Other

- Must have valid Driver's License and proof of insurance
- Maintain compliance with Criminal Background Studies

SUPERVISION

The ECMHC will work with the Head Start Education and Special Services Manager who will oversee the work.

REIMBURSEMENT

Payment for services awarded by this contract will range between 25 to 30 hours depending on grant funding. Hours may flex during the program year. It may be reduced hours in the summer months and an increase in the fall.

RESPONSE REQUIREMENTS

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

Please describe how you would provide the services detailed in the Position Description within the context of the outlined Program Description specifically addressing (a) prior relevant experience, including your experience with child and family centered consultation (b) your approach to promoting children's mental health, including your work with young children in early childhood education settings and (c) your approach to effectively implementing mental health consultation in Head Start, including your ability to partner and build relationships with children, families and staff.

Cultural Responsiveness

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

Communication regarding services

Please describe how you will communicate with staff and families to ensure continuity of services.

References

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

Please submit a budget, including the direct rate for hourly ECMHC.

Resume (required)

Please include the resume of the ECMHC.

Awarded contract holder must show proof of certification to operate in MN.