



Johnston-Lee-Harnett Community Action, Inc.

MAIN OFFICE

Phone 919-934-2145
Fax 919-934-6231
Post Office Drawer 711
1102 Massey Street
Smithfield, NC 27577

LEE COUNTY OFFICE

Phone 919-776-0746
Fax 919-774-1867
Post Office Box 1061
225 S. Steele Street
Sanford, NC 27330

HARNETT COUNTY OFFICE

Phone 910-814-8360
Fax 910-814-8362
Post Office Box 40
745 Shawtown Rd., Suite A
Lillington, NC 27546-0040

MENTAL HEALTH/DISABILITIES SPECIALIST

Location: Johnston, Lee & Harnett Counties

Johnston-Lee-Harnett Community Action, Inc. is seeking a Mental Health/Disabilities Specialist. The responsibilities will include:

The Disabilities/Mental Health Assistant is responsible for assisting the Disabilities/Mental Health Manager with the implementation of services.

Requires the following education:

- BA/BS degree is required with training or work related experience in area of Special Education, Early Childhood Education or Psychology
- Considerable knowledge of available community resources
- Sensitive and committed to working with low-income families.
- Ability to keep accurate records and express ideas clearly in both oral and written form
- Communicate effectively.
- Knowledge of IDEA.
- Available reliable transportation.
- Physician statement of good health and provide personal statement of annual physical.
- Have negative results of TB test before beginning to work and on an annual basis.

Essential Functions:

- Plan and provide developmental activities in language, motor, social-emotional and creative problem solving skills for three and four year olds.
- Assist teacher in managing children's behavior in developmentally appropriate ways within Head Start and licensing policies.
- Participate in parent training activities.
- Conduct home visits as needed.
- Provide leadership and direction for team work with Head Start teachers and assistants when helping in their classrooms.
- Participate in required in-service activities.
- Maintain necessary records of contact with teachers and children.
- Assist with screenings under the direction of the Disabilities Coordinator
- Participate in transition from preschool to next level of educational process.
- Provide intervention to Head Start teachers when needed.

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Submit resume and three (3) letters of reference to:

**Johnston-Lee-Harnett Community Action, Inc.
Human Resource Department
Attn: Ruby Bryant or Alisa Bizzell
Post Office Drawer 711
Smithfield NC 27577**

Minimum Starting pay: \$32,609/year

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