



**Vital Connections of the Midlands, Early Head Start is now accepting application
For the following position: Behavioral Health/Quality Assurance Manager**

Job Title: Behavioral Health/Quality Assurance Manager

Reports To: Executive Director

Status: Full Time/Exempt/Program

Posting Date: 01/07/2021

Closing Date: 01/29/2021

Position Summary: The Behavioral Health Quality Assurance Manager (BHQA) is responsible for providing behavioral support services to assist the development of children’s behavior and social/emotional skills. The BHQA assures consistent quality of family and health services by collecting and analyzing data and providing accurate documentation.

Responsibilities:

- Provides regular on-site mental health consultation, involving program staff and parents on use of ASQ:SE and Behavioral observations
- Coordinates the process of assessing children including initial screenings, ongoing developmental and specialized education services
- Plan and coordinate the implementation of disabilities services for at least 10% of Early Head Start children.
- Ensure that the necessary Vital Connections staff are active participants in IFSP/IEP meetings, including teacher and supervisory staff.
- Recommends develops and implements improvements as needed
- Ensure that copies of all necessary materials documenting the delivery of services for disabilities are maintained and ensure all IFSP/IEPs are up to date.
- Ensure that the delivery of services in the classroom addressing IFSP/IEP goals are educational goals to meet the needs of the child are clearly documented and maintained.
- Ensure that Vital Connections has current written interagency agreements with all LEAs and/or service providers.
- Ensure that all children suspected of having a disability are referred for an evaluation, promptly within timelines; ensure that services begin as specified by IDEA. Serve as liaison between Vital Connections and service providers.
- Create and maintain current and accurate records of the number of clients served and document in ChildPlus.
- Ability to work with staff, young children and families to promote overall family wellness
- Maintains confidentiality of client and agency information
- Maintains a resource library of information on addictions, prevention, and other related topics.
- Makes home visits as requested and needed.
- Performs tasks to comply with all relevant legislation, Early Head Start standards and Vital Connections policies and procedures.
- Secure the confidentiality of all interactions and records.

Arthurtown Early Head Start
223 Riley Street
Columbia, SC 29201
803-254-9400
803-254-9655 (f)

Children’s Garden
4801 Colonial Drive
Columbia, SC 29203
803-333-0608
803-333-9552(f)

Tender Years Early Head Start
6862 Lower Richland Blvd.,
Hopkins, SC 29061
803-783-5212
803-783-5308(f)

- Knowledge of DSS, Early Head Start and NAEYC Standards
- Strong written and verbal skills
- Perform other related duties as required.

Education and Experience:

Minimum of Baccalaureate degree in Special Education, Social Work or related field

Experience:

Three years of experience in mental health or behavior analysis, preferably working with young children.

Licensing/Certification Requirements: Must pass criminal background and registry check.

Have a negative Tuberculosis and Communicable Disease screening.

Valid South Carolina driver’s license

Excellent salary and benefits for qualified applicant.

Please email letter of interest and resume to: Knoble@vcmehs.org

Mail to: Vital Connections of the Midlands

4801 Colonial Drive, Rm. 24

Columbia, SC 29203

Attn: HR

Equal Opportunity Employer

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