REQUEST for QUALIFICATIONS

CHILD CARE CONNECTIONS

Early Childhood Mental Health Consultation

Submit Documents by 5:00pm, July 31, 2017 by mail, email, or fax to:

Child Care Connections
Attention: Jane Arntzen Schumacher

1143 Stoneridge Drive Suite 1
Bozeman, MT 59718

Fax: 406.587.1682

Email: Jane Arntzen Schumacher, jane@cccmontan.org

Announcement Date will be August 31, 2017

Instructions

This RFQ is seeking applicants (individuals and/or organizations) who can meet the duties described herein.

Please read this entire Request for Qualifications (RFQ) and submit a document that addresses each area outlined in the Response Requirements & Scoring Criteria section below to the contact named above by the due date.
DUTIES & TASKS

ECMHC will also direct treatment to any individual referral needs identified in children by the child care providers. Professional development training for willing to work with an emphasis on improving social and emotional wellbeing of children and their families.

SCOPE OF WORK

The Early Childhood Mental Health Consultant (ECMHC) is responsible for working closely with a Pyramid Model Coach (PMC) who is dedicated to supporting the effective implementation of the Pyramid Model for social emotional development within pilot early care and education sites. The ECMHC is tasked with providing classroom and program-level mental health consultation and support to identified early care and education program staff with an emphasis on improving social and emotional wellbeing of children and their families. The ECMHC will be willing to perform a broad range of services in addition to classroom/program level consultation, including professional development training for staff; parent education; and supporting the screening, assessment, and referral needs identified in children by the child care providers. The ECMHC is not intended to provide therapy or treatment to any individual child or family through this consultation model; however, clinical skills built through direct therapeutic practice with young children and their families is critical to the success of the candidate. The ECMHC will also contribute to data collection, record maintenance, and other duties commiserate with such work.

DUTIES & TASKS

1. Collaboration
   • Coordinate with CCC Professional Development Coordinator in regards to service delivery.
   • Collaborate with PMC regarding individual program and staff needs based on PM implementation.
   • Participate in the development and implementation of programming and policy related to social and emotional wellness.
   • Participate in regular collaboration with CCC staff, child care providers, and others associated with Project LAUNCH.

2. Classroom Level Consultation
   • Visit each classroom participating in Project LAUNCH and in coordination with PMC as needed to accomplish the following:
     1. Cultivate relationships with staff.
     2. Understand baseline capacity of classroom to support social-emotional wellness of children in their care.
     3. Conduct global observations as part of consultative process
     4. Provide classroom level consultation (written and verbal) with classroom staff to review observations, exchange feedback, and to develop implementation plans as needed.
   • Provide evidence-based, current child development information to staff related to social emotional development.
   • Provide guidance to staff in collaboration with PMC on interpreting social-emotional screening tools (such as Ages and Stages Questionnaire – Social Emotional (ASQ-SE)) and communicating those findings effectively to parents.
   • Provide guidance for developmentally appropriate activities for children and model effective ways to work with young children as requested by PMC.

3. Program Level Consultation
   • Provide consultation to the leadership team at each child care site as needed to support professional development needs of their staff, to include skill building surrounding staff oversight, support, and conflict resolution.

4. Staff Training
   • Coordinate with Professional Development Coordinator at CCC to develop effective trainings related to social-emotional wellness topics.
• Provide professional development trainings on requested topics as possible.
• Provide guidance to staff through direct modelling of developmentally appropriate and effective strategies to work with and support young children.

5. Parent Training
• Coordinate and facilitate parent trainings as needed. This may include collaboration with other child-serving organizations who provide parent strengthening classes.

6. Other
• Contribute to Project LAUNCH reporting requirements.
• Contribute to emotionally supportive professional relationships.

SCHEDULE

ECMHC services are provided on a contract basis and may include early morning or evening work. Funding is available for a set number of hours per month (20), which will be divided among all contractors selected via RFQ process. Assignment to centers will be based on the discretion of the PMC who will take into account the needs and best fit for each site and contractor. This Request for Qualifications (RFQ) will award a contract for a 12-month period to those individual(s) and/or agencies who can best support the objectives of the service.

QUALIFICATIONS

Knowledge and Skills
Required
• Demonstrated understanding of early childhood mental health (age 0-8), including typical and atypical child development.
• Demonstrated understanding of differences in development across cultures.
• Demonstrated knowledge of child mental health services system, including services available in Gallatin and Park Counties (specifically) and Montana (generally).
• Experience formulating and writing assessments and support plans, especially for young children (age 0-8).
• Capacity to create and maintain strong, healthy, and collaborative relationships with CCC staff, program staff, families, and children as a partner on a diverse team.
• Capacity to conduct classroom and program-wide observations with an emphasis on early childhood social-emotional wellness.
• Capacity to develop specific strategies for individuals, families, and groups using the results of evidence-based screeners and observation tools.
• Refer providers and families to appropriate community services.
• Effective communication with diverse groups both verbally and in writing.
• Attention to detail and efficient time management.
• Capacity to organize and document assessment and screening results and use for ongoing quality improvement.
• Demonstrated ability to be clear, consistent, and compassionate in regard to sharing feedback, making recommendations, and following up.

Preferred
• Specialized knowledge in social emotional development of young children age 0-4.
• Experience with evidence-based practices and curricula to promote early childhood mental health, e.g the Pyramid Model, Circle of Security, Parent-Child Interaction Training (or other attachment-based practice).
• Knowledge of early care and education, including Montana’s STARS to Quality, licensure requirements, and challenges faced by professionals in the field.
• Comprehensive understanding of services involved in ECMHC, including types of consultation (child-focused, classroom-focused, and program-focused).
• Capacity to facilitate trainings for parents and staff.

Education/Experience

• Minimum of a Master’s Degree in Mental Health field, preferably in Social Work, Psychology or Counseling is required; clinical license through Montana Board of Behavioral Health is preferred.
- Minimum of two years direct experience in a mental health setting providing prevention services and/or mental health therapy to children and families.
- Experience in providing program level mental health consultation is preferred, but not required.

*Opportunities for training and professional development will be available to support candidates who may not meet all required/preferred qualifications at time of application.

Other Requirements
- Candidate is required to pass a background check prior to contract initiation.
- Candidate must be in compliance with [MT state immunization requirements](#) for child care licensing, including vaccination against Measles, Mumps, and Rubella (MMR) and Tetanus/diphtheria (Td).
- This position is contract based. Individuals will need to provide evidence of independent contractor exemption certification, adequate liability/malpractice insurance, and sign a Professional Service Agreement (contract). Agencies will need to sign a Professional Service Agreement that stipulates responsibilities of each entity and adequate liability/malpractice insurance for its employees who will be engaged in this work.
- Must have own vehicle, insurance, and valid driver’s license. Regular travel throughout Gallatin and Park Counties will be required to complete the duties of the service.

REIMBURSEMENT

Reimbursement for services awarded by this contract will range between $60/hour to $85/hour, depending on experience and qualifications.

RESPONSE REQUIREMENTS & SCORING CRITERIA

Contact Information for Individual or Organization Applicant (Required)
1. [Organization Name, if applicable]
2. [Contact Name]
3. [Address, City, State, Zip]
4. [Phone Number]
5. [Email]

Service Approach (20 points)

Please describe how you would provide the services detailed in the Position Description within the context outlined in the Program Description, specifically addressing:
(a) prior relevant experience with child, family, and/or programmatic consultation,
(b) prior experience utilizing the Pyramid Model
(c) your approach to promoting children’s mental health, including your work with young children in child care or other early education settings, and
(d) your approach to effectively implementing mental health consultation in early care and education sites through collaboration with CCC, including your ability to partner and build relationships with families and staff.

Cultural Responsiveness (10 points)

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

Continuity of Services (10 points)

Consultation at the classroom and program level requires the ECMHC to pay close attention to relationships, offer consistency, and be reliable. The ability to commit to providing this service for the duration of the contract period is important to maintain the trust of our child care partners.
For individual applicants:
Please describe how you intend to maintain your commitment to this type of service for the duration of the contract period.

For agency applicants:
Please describe how your recruitment and retention strategies can ensure that the ECMHC(s) employed at your agency can maintain their commitment to providing this service for the duration of the contract period. Include how you support their professional development and provide effective supervision.

References (5 points)
Please include letters of recommendation with contact information from three (3) references who can comment on your ability to provide similar services as described in this RFQ.

Scenario (5 points)
Please submit a time estimate to provide ECMHC services to one program with four classrooms for a year. In the estimate, describe how you determined frequency of visits, observation and feedback session length, and method of follow-up with staff at sites and CCC.

Resumé (Required)
Please include the resumé of each ECMHC who will be expected to provide services under this contract.

For further Interest:
Mental health consultation is a service that can be of benefit to a variety of programs and organizations. For example, home visiting and family strengthening service providers can use mental health consultation to improve outcomes with their clients. If you would be interested in learning about opportunities to provide mental health consultation in programs beyond what is described in this RFQ, please indicate below.

Yes  No

References
http://dphhs.mt.gov/hcsd/Childcare/MontanaProjectLAUNCH
http://www.pyramidmodel.org/