

JOB DESCRIPTION:	ECP Behavioral Health Therapy Assistant		
DEPARTMENT:	Early Childhood Programs		
REPORT TO:	FCC Administrative Director		
EEO CLASSIFICATION:	Professional/Technical (PT)	FLSA STATUS:	Non-Exempt
CUPA HR CLASSIFICATION:	416115	DATE APPROVED:	01-AUG-2025
		DATE MODIFIED:	NEW

SUMMARY: Offers direct support for the Family Counseling Center, a behavioral health program integrated with an early care & education setting providing promotion, intervention, and treatment services for young children and their families.

DUTIES:

1. Assists in preparation for delivery of on-site family and child-centered developmentally appropriate therapeutic interventions, including individual and group play therapy, Family Support Plans, Care Team Plans, and supportive strategies for children and staff in the classroom.
2. Works in a collaborative team relationship with the administration and staff to provide continuity of services.
3. Maintains documentation, record keeping, reporting and meeting the necessary requirements of contracting agencies.
4. Engages with representatives of other community organizations to provide resources necessary to assist families with needed referrals.
5. Participates in community events and activities to raise awareness about early childhood brain development, attachment and early relational health, and social emotional development.
6. Assists in goal planning by completing observations, assessments and evaluation tools for young children and their families.
7. Assists in providing developmentally appropriate resources, education and training to NMCoEECE teachers and staff.
8. Responsible for compiling resources and writing monthly FCC newsletter.
9. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
10. Performs other duties as assigned.

REQUIREMENTS:

1. Education /Background: Required qualifications: Bachelor's degree in Counseling, Social Work, Psychology closely related field. Candidates must have the ability to work with diverse families. Preferred qualifications: working towards Master's degree in Counseling, Social Work, Psychology or closely related field. Experience in working with young children and families. Bilingual (Spanish) preferred.
2. Job Knowledge: Adheres to the NAEYC Code of Ethical Conduct and Statement of Commitment. Knowledge of developmentally appropriate practices. Knowledge of child growth and development. Knowledge of community resources. Collaboration and facilitation skills. Must be knowledgeable of University policies and procedures. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University, NMCoEECE

lab sites and community. Proficient in Microsoft Office Applications. Must be willing to participate in specialized training related to infant & early childhood mental health.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)
 - c. Certification in First Aid/CPR or obtaining the certification within 2 months from start.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)