

JOB DESCRIPTION:	Infant & Early Childhood Mental Health Counselor		
DIVISION/DEPARTMENT:	Early Childhood Programs		
REPORT TO:	FCC Administrative Director		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA CLASSIFICATION:	416120	DATE APPROVED:	16-OCT-2023
POSITION NUMBER:	SSPR01	DATE MODIFIED:	21-JAN-2026

SUMMARY: Provides comprehensive services through the Family Counseling Center, a behavioral health program integrated within an early care & education setting that provides promotion, intervention, and treatment services for young children and their families.

DUTIES:

1. Provides on-site family and child-centered developmentally appropriate therapeutic interventions including individual and group play therapy, Family Support Plans, Care Team Plan, 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, records, reports, and ensures requirements of contracting agencies are met.
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. Partners with clients, including caregivers, families, and children, to develop goals through the completion of observations, assessments, and evaluation tools.
7. Provides developmentally appropriate resources and educational materials, training, and consultation for Early Childhood Programs teachers and staff.
8. Develops and enhances knowledge base, building upon basic counseling/social work skills, through the use of various therapeutic modalities including infant and early childhood mental health, Play Therapy, Child-Parent Psychotherapy and family counseling.
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:** Master's degree in Counseling, Social Work, Psychology, or closely related field required. LPCC, LCSW, or another independent licensure required. Experience in working with young children and families, Infant Mental Health Endorsement (Mental Health or Mentor) preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Adheres to Counseling and Social Work Ethics and to the NAEYC Code of Ethical Conduct and Statement of Commitment. Must have the ability to work with diverse families. Must be willing to participate in specialized training related to infant & early childhood mental health. Ability to work with groups. 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 including in the documentation of client folders that meet legal and billing guidelines. Must be sensitive to cultural differences within the University, ECP lab sites and community. Proficient in Microsoft Office Applications.

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)

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)