

Request for Qualifications

Release Date: January 5, 2024

Number:

Service Needed: Professional Consultant: Mental Health Consultant

About Neighborhood House

Neighborhood House is one of the oldest social service agencies in the Puget Sound region and has a long history of working with King County's immigrant, refugee and low-income communities. Our mission is to partner with diverse individuals and families to build community and achieve their goals for health, education and self-sufficiency. Last year, Neighborhood House served over 12,000 individuals of all ages through programming in the areas of early childhood education, youth development, family & social services, employment & adult education, housing stability and community health.

Scope of Work

The Mental Health Consultant provides mental health consultation, training and technical support to the staff and families of Neighborhood House's Head Start program. The programs currently serve 404 children, infants, and pregnant individuals (235 in center-based/classroom programs and 169 in home-based/home visiting) across King County. We estimate that we will need approximately 275 hours per year for the following activities.

Specifically, the Mental Health Consultant will:

- Provide monthly mental health consultation services that support the timely and effective identification of reported concerns about a child's mental and behavioral health.
- Conduct at least two classroom observations per class per school year and follow up with teachers regarding observations of the classroom and recommendations around supporting warm, safe, nurturing environments.
- Support teaching staff in developing effective classroom management plans and scaffolds for children with challenging behavior. Provide consultation to home visiting staff in how to support families who request guidance on children's behavior at home.
- Attend at least one parent meeting at each of the six Neighborhood House sites each school year to offer education and consultation to parents regarding child and family mental wellness. Be available to provide parent trainings and information at additional parent events as needed.
- Be available to provide trainings for home visiting, teaching, supervisory, and family support staff on issues related to child, family, and staff mental health.
- Be available to meet with individual staff or parents up to 3 times to provide support and referral to ongoing mental health services utilizing a mix of virtual and in person meeting formats.
- Help parents to understand community resources for parenting and mental health support for their families and provide referrals as needed.
- Available to assist program managers and other staff through reflection and coaching as needed.
- Participate in the Health Services Advisory Committee when topics related to mental health, trauma informed care, and other related supports for children, families, and staff come up.
- Participate in program planning, self-assessment, and work with the leadership team upon request.
- Conduct home visits to support the mental health needs of families and children.

- Provide information on self-care practices, stress management techniques, and resources available to support pregnant woman and expectant families' mental well-being.
- Provide detailed monthly invoices and regular reports on services to center based and home based programs as well as annual reports summarizing all services provided for the year.
- Consult with program leadership on policies, procedures, systems, and other issues related to supporting staff, family and child mental health.
- Offer time for reflection with leadership staff on topics such as workplace stress, challenging situations, and planning for the future.

Time Period

- Proposals due January 19, 2024
- Contracting complete December 31, 2024

Minimum Qualifications

- Licensed or certified mental health professional
- Experience within the scope of work identified above; minimum 3 years experience working with prenatal people, infants, and children birth to 5 years old
- Experience with the identification and assessment of mental health concerns with families and children ages birth to five
- Ability to provide short-term intervention services
- Knowledge of and ability to utilize community mental health resources
- Experience with designing and implementing (with parents and staff) program practices responsive to identified behavioral and mental health concerns of children
- Experience in providing training and technical assistance to staff and parents on issues that promote mental wellness
- Specific experience with human services and/or early learning settings
- Ability to provide culturally appropriate and competent services to families and staff from diverse ethnic, cultural and linguistic backgrounds
- Experience providing training and technical assistance to people with diverse literacy skills

Desired Qualifications

- Experience with immigrant and refugee communities
- Ethnic Minority Mental Health Specialist Certification preferred
- Experience in providing services within an Early Childhood Education Program preferred
- Bilingual capacity in English and Spanish, E. African and/or SE Asian languages

Evaluation Criteria

Submissions will be evaluated and the professional consultant selected based on the following criteria:

- Qualifications that meet or exceed the above minimum and desired qualifications.
- Experience and expertise in providing the above requested mental health services as exemplified by past projects and work experience.
- Cost of services.

Questions

- Please contact Bruck Harris at bruckh@nhwa.org or Carly Derrick at carlyd@nhwa.org

What to Include In Submissions

- Current Resume with appropriate qualifications and experience
- Range of services
- Rates: Price per hour for services, plus any other expenses
- Proof of Registration as counselor in the State of Washington
- Proof of Minority Mental Health Specialist Certification (if applicable)
- Proof of Current Professional Liability Insurance
- Client list

The document, including cover page, should not exceed 5 pages. Letter of support, client list and proof of certification and insurance may be attached as additional pages.

Submission Close Date

- January 22, 2024

Submission Instructions

- Email or fax submissions to Anhthu Nguyen, Assistant Controller, at anhthun@nhwa.org or (206) 461-3857, attention: Anhthu Nguyen.