



## Finding an IECMH Consultant to Support Your Home Visiting Program



### Introduction

Infant and Early Childhood Mental Health (IECMH) consultation is a multi-level preventive intervention that pairs mental health professionals with people who work with young children and their families, including home visitors, to improve children's behavioral health and social-emotional development. IECMH consultation builds the capacity of providers and families to understand the powerful influence of their relationships and interactions on a young child's development.

Over the past five years, a growing number of awardees and local implementing agencies (LIAs) have begun incorporating IECMH consultation into their home visiting programming. Tools such as HRSA's [\*Embedding Infant and Early Childhood Mental Health Consultation in Maternal, Infant, and Early Childhood Home Visiting Programs\*](#) offer a useful roadmap for engaging in this process. Yet once "bought in" to the benefits of implementing this approach, many home visiting programs struggle to identify and select appropriate consultants.

The purpose of this tip sheet is to help awardees support their LIAs in selecting a qualified consultant who is the right fit for

**The Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program supports voluntary, evidence-based home visiting services for at-risk pregnant women and parents with young children up to kindergarten entry. Home visiting helps prevent child abuse and neglect, supports positive parenting, improves maternal and child health, and promotes child development and school readiness.**



**[Visit the MIECHV Program website to learn more!](#)**

their organization and community. It is directed toward home visiting programs that have the requisite plans and supports in place to add an IECMH consultant and are ready to begin their search. We have divided the tasks into three sections: Getting Ready, Conducting the Search, and Selecting and On-Boarding.

## Getting Ready

**Clarify role expectations.** Because IECMH consultants can play many different roles in a MIECHV program, it is important to determine, in advance, what you want them to do. Be as specific as possible and make sure planned activities are well-matched to program needs. Consultants can work both at the organizational level and with home visitors. Some examples include reflective consultation, case consultation, onsite home visitor support, screening tool review, policy/protocol development, and general professional development. Keep in mind that the benefits of IECMH Consultation are greatest when the consultant is familiar with the program, has the opportunity to establish open and trusting relationships with all staff, and works with the program regularly (rather than only in times of crisis or to address an immediate problem).

**Define the “on paper” qualifications you want your consultant to meet.** The Center of Excellence (CoE) for IECMH Consultation recommends that consultants have the following: a master’s degree in mental health or a related field, at least two years post-master’s experience in an area related to IECMH or early childhood service systems, clinical licensure as a mental health professional, and—for consultants working in a home visiting setting—at least two years of IECMH Consultation experience. However, there are no national qualification requirements for IECMH consultants. Many states have established their own requirements; some require a master’s degree and others a required credential. For example, Michigan’s IECMH Consultation program requires all IECMH consultants funded with state funds to have an Infant Mental Health Endorsement. Indiana requires its consultants to have a clinical license. Check with your state’s Infant Mental Health



Association to find out if your state has specific qualifications. If not, set your own qualifications given your role expectations. You may amend them after meeting with candidates, but it's helpful to have a starting wish list.

**Define the skills and attributes you'd ideally want your consultant to possess.** Start by considering role expectations. IECMH consultants come from a variety of professions and bring to their work a diverse set of skills. Some have a strong mental health background, others have a long history of working with children, and some have a background in home visiting. A few may even have all of the above. In choosing the right consultant for your program, you will need to prioritize which set of experiences is most important. Also consider the characteristics of your community and program. What are the community's strengths? What services are already in place to support families? What types of risk factors are most prevalent? What cultures and languages are present in the community and/or represented in your program? Look for a consultant with expertise working with these groups and/or addressing these risk factors. Consider whether it is important for the consultant to speak a language other than English.

**Determine the amount of time needed.** Once you have defined what your consultant will do, think about the amount of time needed to accomplish these tasks. Factor in time for initial onboarding and training. Then, at a minimum, allow enough time for your consultant to fulfill each of the following tasks: meet at least once a month with each of your home visitors, meet individually with the home visiting program supervisor, and attend one team meeting. Set time aside for the consultant to engage in other role related activities such as providing professional development, building relationships with mental health partners, and supporting staff as they deal with crisis situations. Also be sure to factor in time for planning, documentation, administrative tasks such as phone calls and making appointments, and travel, if appropriate. When determining the amount of time needed, consider the following:

### Maintaining a Consultative Stance



One important skill to look for in all IECMH consultants is their ability to maintain a consultative stance—that is, to work side-by-side with staff to build the caregivers' capacity to problem solve and change practices rather than doing the work themselves.



- *What is the size of your program?* This will help you determine whether you need a full-time or part-time consultant, or if you need more than one consultant.
- *Will the consultant be working with one site or multiple sites?* If multiple sites, with how many sites will the consultant work? Will each site receive the same level of consultation support?
- *Will the consultant work on-site or virtually?* Virtual consultation will reduce travel time and could offer a wider pool of potential candidates.
- *How often do you want your consultant to provide MH consultation services?* Weekly? Monthly? Should they be available on call?
- *What is the staff's existing knowledge of mental health issues?* Knowing this can help you determine the types of professional development you may want the consultant to provide relative to the amount of time you want them to spend providing direct support to home visitors.

**Decide whether to hire or contract.** Many considerations will influence this decision, including the number of hours you intend to use the consultant(s). If relatively few hours, then contracting out may be your best option. But it is important to weigh other factors, as well. For example:

- An IECMH consultant hired by an organization (or shared among organizations) as an employee has a supervisor who directs the consultant's work. A consultant embedded in an organization is likely to have a deeper knowledge of the organization's policies, operations, and culture. There is also more flexibility in how an embedded consultant may be used.
- Contractors are responsible for carrying out their prescribed activities, but they direct their own work and are in charge of their own schedules. They don't have an onsite supervisor but are instead accountable to the person who is overseeing the contract.

## Factor in Time for Supervision!



The CoE recommends that consultants receive two hours of reflective supervision monthly via group and/or 1:1 interaction with a seasoned supervisor. State Infant and Early Childhood Mental Health Associations or other professional organizations may be able to provide this support, as might community partners that provide mental health services. IECMH consultants can also form their own peer consultation groups.

## Considering Objectivity



The role of the IECMH consultant is to provide targeted feedback on home visiting services. A consultant hired as an employee may lose some objectivity about the organization, which could affect the feedback they offer. Contractors tend to remain more objective because they aren't privy to the inner workings of the agency.

- Because of the complexity of the work, they do need an ongoing source for their own reflective consultation so time for this should be included in their statement of work.<sup>1</sup>

## Conducting the Search

**Convene a recruitment and selection team.** Recruitment is a team effort. Pull together a team that includes staff working at different levels within the organization, as well as parents/caregivers. Include members that reflect the diversity of the families served and make sure that cultural and diversity awareness and responsiveness are part of the team's discussion. Develop a recruitment action plan to include the steps needed to find, hire (or contract with), and onboard the consultant. Include timelines and persons responsible for each step of the action plan.

**Develop a job description or contract/memorandum of agreement.** If you are hiring a consultant, you will need to develop a job description. If you are contracting these services, you will need to develop a statement of work (as part of the contract) or Memorandum of Agreement (MOA). Make sure requirements for participating in professional development and engaging in reflective consultation are included in either agreement. See Appendices for a sample contract, MOA, and job description.

**Initiate a broad search.** Consider a variety of channels for getting the word out, including your organizations Facebook and LinkedIn pages and the individual LinkedIn pages of your staff members. Send the listing to online recruitment sites, post it at local community colleges and universities, and share it with community partners (especially mental health agencies) and state and local affiliates of early childhood and mental health organizations. To support equity and diversity

## Supporting Equity and Diversity



To ensure a more equitable hiring process and increase the diversity of your hiring pool, consider the following questions:

- Are you reaching out to organizations that you don't typically connect with to expand your pool of candidates?
- Does your application process perpetuate inequities by overvaluing higher education and undervaluing non-traditional experience?
- Have you established a "blind review process" to reduce implicit bias (e.g., reviewing resumes with names/gender identifiers removed)?
- Are you perpetuating pay inequities by requiring salary history?
- Are your forms welcoming to candidates coming from different cultures and life experiences or do they, for example, make assumptions about gender?

<sup>1</sup> Center of Excellence for Infant and Early Childhood Mental Health Consultation. Considerations for Addressing Capacity and Dosage in IECMHC. Retrieved June 2021 from [https://www.samhsa.gov/sites/default/files/programs\\_campaigns/IECMHC/considerations-addressing-capacity-dosage-iecmhc.pdf](https://www.samhsa.gov/sites/default/files/programs_campaigns/IECMHC/considerations-addressing-capacity-dosage-iecmhc.pdf)

in your search and expand your pool of candidates, reach out to organizations with which you may not traditionally connect. Look for local affiliates of organizations, such as the National Association of Black Social Workers or post on job boards such as the one hosted by the National Latinx Psychological Association. If you are considering the option of having your consultant work remotely, you can expand your search outside the state—just make sure that potential candidates meet any state certification requirements.

**Develop a transparent interview and selection process.**

Invite members of the recruitment team to participate in the consultant interview(s). Make sure team members have a clear understanding (in advance) of role expectations and prioritized qualifications. Work together to develop an interview protocol—this not only helps to ensure that everyone on the team agrees, but also that all prospective consultants are asked the same questions. Determine ahead of time who from the team will ask which questions. Debrief the interviews as a team before making the final selection. Recognize that you may not be able to find a candidate who meets all your requirements, so think through which qualifications and skills are “must haves.”

## Selecting and Onboarding

**Make an offer to your top candidate.** Review the job description or statement of work with the consultant you chose so they have a clear understanding of their roles and responsibilities.

**Take time for orientation.** Consultants typically bring a strong mental health background but not all come with extensive experience with home visiting. They may need training on the MIECHV program and the evidence-based home visiting models being implemented. They may also need training on the specific instruments programs are using to screen for parental depression, intimate partner violence, child development, and parent-child interaction. Set up a system for providing ongoing support to the consultant tailored to complement the consultant’s background and skills. (See [Embedding Infant and](#)



[Early Childhood Mental Health Consultation in Maternal, Infant, and Early Childhood Home Visiting Programs](#) for suggested areas of professional development.)

**Prepare home visiting program staff.** In addition to training consultants, it's important to train those who will be receiving IECMHC services so they have appropriate and realistic expectations of what to expect from consultation. Provide an overview of IECMHC, including the benefits of IECMHC (and how it is different from a behavioral intervention for children or therapy for a parent), the IECMHC model being implemented, and the activities that the consultant will be undertaking for the program.

## Conclusion

IECMH consultants bring a wide range of education, experience, and expertise to MIECHV programs. Whether they are brought on board as an employee or contractor, it is important to find a consultant whose qualifications, attributes, skills, and characteristics are the right fit for the organization and community with which they will be working. A well thought out process can help ensure a good match between program and consultant.

This document was prepared for the U.S. Department of Health and Human Services (HHS), Health Resources and Services Administration (HRSA), by Education Development Center (EDC), under HRSA contract number 75R60219D00040.

## References

Center of Excellence for Infant and Early Childhood Mental Health Consultation. *Considerations for Addressing Capacity and Dosage in IECMHC*. Retrieved June 2021 from [https://www.samhsa.gov/sites/default/files/programs\\_campaigns/IECMHC/considerations-addressing-capacity-dosage-iecmhc.pdf](https://www.samhsa.gov/sites/default/files/programs_campaigns/IECMHC/considerations-addressing-capacity-dosage-iecmhc.pdf)



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## Related Resources

### [Center of Excellence for Infant and Early Childhood Mental Health Consultation](#)

*Substance Abuse and Mental Health Services Administration, housed at Georgetown University's Center for Child and Human Development*

Website contains is a rich repository of resources related to IECMHC.

### [Considerations for Addressing Capacity and Dosage in IECMHC](#)

*Center of Excellence for Infant and Early Childhood Mental Health Consultation*

Designed to help programs think through capacity and dosage issues related to IEMCHC. Includes a tool with questions programs should consider, data points, and related notes for each question, accompanied by examples from Connecticut; San Francisco, CA; and Illinois.

### [Embedding Infant and Early Childhood Mental Health Consultation in Maternal, Infant, and Early Childhood Home Visiting Programs](#)

*Health Resources and Services Administration*

Provides an overview of what IECMHC looks like in the context of home visiting and highlights examples of MIECHV awardees engaged in this work.

### [Finding a Mental Health Provider for Children and Families in Your Early Head Start/Head Start Program](#)

*National Center on Health*

Outlines the education, skills, and attributes of a qualified IECMHC, including some helpful questions for recruitment teams. Also provides strategies for overcoming barriers to finding a qualified consultant and suggestions about where to find IEMCHCs.

### [IECMHC Condensed Grid of Qualifications](#)

*Center of Excellence for Infant and Early Childhood Mental Health Consultation*

Provides a compact overview of the qualifications needed for workforce development at the consultant, program, and state levels.

### [Infant and Early Childhood Mental Health Consultation Engaging with Families](#)

*National Center on Parent, Family, and Community Engagement in collaboration with the Family Connections Project at Boston Children's Hospital*

Defines the role of the IECMH consultant, illustrates how to determine frequency of visits, and outlines characteristics of effective consultants.

### **[Key Elements of the Consultative Stance \(Online Tutorial\)](#)**

*Center of Excellence for Infant and Early Childhood Mental Health Consultation*

Defines the term “consultative stance” and provides an in-depth description of each of its elements.

### **[Qualifications of an Infant and Early Childhood Mental Health Consultant](#)**

*Center of Excellence for Infant and Early Childhood Mental Health Consultation*

Explores qualifications to look for in independent IECMH consultants and for consultants working within a community or statewide IECMHC program or model. Includes a discussion of factors programs should consider when hiring consultants.

### **[Strategic Use of Consultants](#)**

*National Center on Program Management and Fiscal Operations*

Interactive online resource designed to help programs better utilize consultants. Includes activities on finding the right consultant, and tips for interviewing and creating and managing strong contracts.

### **[Supporting Home Visiting Programs Through IECMHC \(Webinar; Transcript\)](#)**

*Health Resources and Services Administration*

Features presenters from the Center of Excellence for Infant and Early Childhood Mental Health Consultation and Tulane University, and awardees from Iowa, Louisiana, and Illinois. Delivered under HRSA’s HV-ImpACT contract on 12/10/19.

### **[Training and Workforce Development Activities that Prepare and Support Infant and Early Childhood Mental Health Consultants](#)**

*Center of Excellence for Infant and Early Childhood Mental Health Consultation*

Provides an overview of the types of training that are most effective in preparing competent consultants.

### **[Types of Supervision and Oversight Required to Effectively Support Infant and Early Childhood Mental Health Consultants in the Field](#)**

*Center of Excellence for Infant and Early Childhood Mental Health Consultation*

Presents different models for IECMHC supervision and oversight, including the most effective types of supervision for each IECMHC practice environment.

## Appendix A: Sample Contract

### AGENCY NAME: IECMHC CONSULTANT AGREEMENT

1. Agreement is made by and between **Agency Name** (hereinafter referred to as "Client") and \_\_\_\_\_, (hereinafter referred to as "Consultant").

#### 2. Place of Performance

The Consultant shall perform all work undertaken pursuant to this agreement within the state of \_\_state name\_\_ unless the Client otherwise requests or authorizes the Consultant.

#### 3. Compensation and Reimbursement of Expenses

- a. The maximum compensation to be paid under the agreement is **\$ amount** for the specified time period.
- b. Client agrees to pay consultant for services performed by the consultant that are directly related to consultation at the hourly rate of **\$xx00**. This is a "not to exceed" contract; the actual costs may be less than the total amount of \$xxx00 but cannot exceed that total. Client agrees to pay Consultant's submitted and approved invoices upon receipt in a timely manner. The Consultant shall submit an invoice and a brief monthly report (i.e., 1-2 pages) detailing the activities undertaken that month and any accomplishments.
- c. Client will reimburse the Consultant for reasonable costs associated with travel to and from the site location and to consultation-related meetings and parking if parking is not available at the site location or meeting site. The Consultant will be reimbursed **\$xx00** for travel **to the pilot site**. The client also will reimburse the Consultant for any pre-approved travel costs (e.g., mileage, hotel, etc.) associated with this work. Consultants traveling long distance will be reimbursed for the least costly travel route and method.
- d. Other expenses, such as local and long-distance telephone calls, meals, are the responsibility of the Consultant.

#### 4. Payment of Compensation

Client shall not be liable to pay for any work undertaken by the Consultant that exceeds the fixed amount. Any additional work shall be done solely at the Consultant's expense unless additional compensation is authorized and approved in writing by the Client. Any additional work performed by the Consultant for the Client shall be undertaken only after Client's written approval of Consultant's written estimate for the additional work.

#### 5. Client's Acceptance of Consultant's Work

Consultant shall complete all work under this agreement in a professional manner and said work shall meet standards specified by Client and agreed to by Consultant. Client's acceptance of Consultant's submitted work and payment for said work shall be subject to Client's review and approval. Client shall notify the Consultant in writing within ten (10) days of any work that is not satisfactory.

## 6. Description of Services

- a. Client has agreed to engage Consultant to provide the following professional services:
  - i. Work with the Consultant Coordinator, Project Manager, and assigned agency site(s) on initiation, development, and implementation of the Model of IECMHC. Core activities include but will not be limited to:
  - ii. Direct case consultation about a myriad of infant mental health concerns that involve the identified child as well as that child's siblings and parents.
  - iii. Trainings on topics that have been previously identified by staff. These may include but are not limited to; identification of infant mental health concerns, appropriate interventions regarding specific behavioral concerns, typical/atypical development, postpartum depression, and adult (parent's) mental health needs.
  - iv. Observation and consultation on in-home visits with families.
  - v. Cofacilitation of clinical parenting support groups, infant/parent support groups and groups with staff.
  - vi. Reflective supervision to program managers and/or team members. Reflective supervision for the purpose of this project can be defined as the process where staff members have the opportunity to discuss the work and how they experience it with a supervisor and/or consultant and then work together to find new and improved ways to approach the work in regard to infant/early childhood mental health.
  - vii. Conduct Reflective Learning Groups monthly for supervisors in identified sites
- b. Attend the following training and meetings:
  - i. Initial training for Consultants
  - ii. Quarterly reflective supervision group meetings with Consultation Coordinator
  - iii. Monthly individual and quarterly group calls with other project consultants and the consultation coordinator
  - iv. Reflective Learning Groups
- c. Provide information and guidance as needed to the development and implementation of the Project evaluation, working with the Project Manager, Consultant Coordinator, and the Project Evaluator.

**7. Principal Contact** The Client's principal contact for this agreement and the Partnership shall be **Name and Title**.

## 8. Ownership of Work

- a. Copyrights. The products developed under this agreement shall be the sole and exclusive property of the **name of agency**. The Consultant agrees that **name of agency** is vested with full title to any copyright or other registrations under or pursuant to any federal, state, or foreign law that the **name of agency** obtains. The Consultant must get written permission from the

**name of agency** to republish or reproduce the said products in any way, in any other medium, or in another other compilation.

- b. Reuse. The Consultant grants the **name of agency** the right to edit, copy, publish, redistribute, and reuse such products or portion of the products in any media or in conjunction with other uses of the material without further payment of any kind to the Consultant and the Consultant will have no right of approval of or claim arising out of any use by the **name of agency** of Consultant's work by the **name of agency**, including but not limited to claims based on defamation or right of privacy or publicity, except for those included work components such as photographs, recordings, images, drawings, and illustrations which are the property of third parties and are subject to agreements for royalties or use fees in the original work produced for the Client.
- c. Notification. The Client agrees to notify the Consultant in advance of its intent to use any derivatives of the work for publication and distribution so that the Consultant can advise the Client of any restrictions applicable to the Client's use of the Consultant's work.
- d. Third Party Confidentiality and Privacy Restrictions. Client understands and mutually agrees that as part of the work performed under this agreement that the Consultant may acquire, use, and subsequently provide to the Client information and materials which are subject to separate non-disclosure, confidentiality, and privacy restrictions and the Client shall not disclose or use such information without notice to and the Consultant's written permission.

**9. Confidentiality** Consultant shall preserve in confidence and protect from unauthorized use or disclosure of any proprietary or confidential information relating to the **name of agency**.

**10. Exclusion of Agency and Employment** The Consultant and the Client shall remain separate and independent entities. None of the provisions of the Agreement are intended to create, nor shall be deemed or construed to create any relationship between or among the parties other than that of independent contractors. Except as otherwise noted, the Consultant shall not be construed to be agent, partner, coventurer, employee, or representative of the Client and shall not have, or hold him/herself out as having the power to bind or otherwise obligate the Client in any manner or for any reason.

### **11. Termination/Out Clause**

- a. Either party hereto may terminate this Agreement (with or without cause) with two (2) weeks written notice provided to the other party.
- b. If this Agreement is terminated by Client for any reason prior to the completion of all work or the termination date of this Agreement, Client agrees to pay actual, allowable, allocable, and reasonable charges and applicable costs incurred up to the date of termination, but not to exceed the firm, fixed price of this Agreement.
- c. In the case of such termination, the Consultant shall promptly deliver to Client all contract work products whether or not said work products have been completed.
- d. The notice of cancellation shall terminate this agreement immediately and Consultant shall cease any work commenced or in progress upon receipt of notice sent by the Client.

- e. Consultant shall submit a final invoice to the Client for review and approval within fifteen days after the written notice of cancellation has been received by either party. Client shall pay Consultant's outstanding and due balance of all submitted and approved invoices and that portion of the period immediately prior to the cancellation including all unpaid approved expenses incurred by the Consultant.
- f. Consultant's final invoice to Client shall be complete and include all charges for the Consultant's work and credits for payments made by the Client. The Client shall pay the final invoice within thirty (30) days of receipt.

## **12. Hold Harmless**

To the fullest extent permitted by law, the Consultant shall indemnify and hold harmless the Client and its employees, agents, and independent contractors from and against all claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of or the failure to perform the work to the extent only that it is caused in whole or in part by any negligent or intentional act or omission of the Consultant, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. The obligations of the Consultant under this paragraph shall not extend to claims, damages, losses, and expense, including but not limited to attorneys' fees, arising out of or in any way attributable to the negligence of the Client and any of its employees and agents.

## **13. Amendments to Agreement**

This Agreement represents the entire understanding of the parties hereto with respect to the subject matter hereof and may not be amended or modified except by a writing executed by the parties hereto.

**14.** This Agreement shall be governed by the laws of the State of XXXX and all applicable Federal laws, regulations, and policies.

**15.** This Agreement may not be assigned by the Consultant without the prior written consent of the Client, which consent may be withheld for any reason or no reason.

**APPROVED: AGENCY DIRECTOR    CONSULTANT**

## Appendix B: Sample Memorandum of Agreement

### Memorandum of Agreement

#### Infant/Early Childhood Mental Health Consultant and NAME OF AGENCY

**NAME OF AGENCY** implements an Infant and Early Childhood Mental Health Consultation (IECMHC) initiative for its Maternal and Infant Early Childhood Home Visiting (MIECHV) Program. **NAME OF CONSULTANT** is a qualified Infant and Early Childhood Mental Health Consultant (IECMHC) who will provide programmatic consultation as described below to **NAME OF AGENCY** home visiting staff. This Memorandum of Agreement describes the agency's IECMHC model and outlines the roles and responsibilities of the agency and consultant in implementing the model.

The main goal of IECMHC is to provide capacity building and problem-solving intervention using a collaborative approach. The consultant's role is to help staff and supervisors understand and incorporate the infant mental health perspective (including reflective capacity) into their work with the families to enhance and improve their own knowledge and skills. The work relies heavily on a relationship-based and strengths-based approach.

For the purposes of this agreement, **NAME OF CONSULTANT** will act as an Infant/Early Childhood Mental Health Consultant, providing IECMHC programmatic consultation to **NAME OF AGENCY**. The Consultant will carry out the following activities:

- Provide direct case consultation with the staff team about specific cases and issues present in the program.
- Provide training on topics related to infant mental health and staff stress and renewal, as identified by staff.
- Provide observation and consultation on in-home visits with individual staff and the larger team.
- Co-facilitate groups that the home visiting program conducts, including follow-up review and reflective support with staff after group meetings.
- Provide reflective consultation with the program supervisor. This will benefit the supervisor in their own work and will also support the supervisor in providing reflective supervision to home visiting staff.
- Provide reflective consultation meetings with supervisors and staff members.

The IECMHC consultant agrees to:

- Provide credentials that demonstrate their qualifications to hold the role of IEMCHC.
- Meet and stay current in meeting any state or local requirements for professional development, licensure, or credentialing.
- Hold confidential any information related to a specific child/family or staff person.
- Provide written invoices on the schedule outlined by the program supervisor.

- Maintain communication with the program supervisor related to times and activities of the IECMHC work.
- Conduct the activities outlined in the Memo of Understanding.

The Agency agrees to:

- Provide a space that is private for consultant activities with home visiting staff.
- Arrange the time/meetings that will involve the consultant.
- Allow the time needed for home visitors to meet with the consultant.
- Allow time needed for the program supervisor to meet with the consultant.
- After receiving an invoice, pay the consultant within 30 days,

The rate of pay for the IECMHC will be \_\_\_\_\_ per hour, not to exceed \_\_\_\_\_ hours per month. Consultant will cover the cost of travel time, mileage, and any equipment and materials that will be needed to complete the work.

Consultant will provide an invoice with a detailed list of activities for each month by the 15<sup>th</sup> of the following month. This invoice will go to \_\_\_\_\_ at this email address \_\_\_\_\_.

This MOU will be in effect from **DATE** until **DATE**. If at any time either party wishes to terminate this Memorandum of Agreement, a request in writing will be sent to the other party with 30-day notice.

**Signatures:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

Agency Representative

\_\_\_\_\_ **Date:** \_\_\_\_\_

Infant/Early Childhood Mental Health Consultant

## Appendix C: Sample Job Description

**Date:**

**Title:** Infant/Early Childhood Mental Health Consultant

**Reports to:** Director of Early Childhood Services

**Supervises:** None

**Qualifications:**

*Required*

- Advanced degree in mental health (e.g., social work, counseling, psychology, marriage and family therapy, psychiatry)
- Minimum of 5 years of experience in areas related to infant and early childhood development and mental health
- Demonstrated ability to engage in reflective practice and maintain a consultative stance
- Experience working with young children
- Knowledge of culturally relevant services in the community
- Knowledge of infant mental health
- Demonstrated ability to work with staff as well as connect in collaboration with families

*Preferred:* License eligible

**Responsibilities:**

- Provide infant/early childhood mental health consultation to **NAME OF AGENCY** home visiting program for 10 - 12 hours a month
- Engage in activities of consultation, including:
  - Reflective consultation with the supervisor
  - Reflective consultation with home visitors
  - Participation in program team meeting for the program, providing reflective support
  - Case consultation
  - Co-facilitation of groups
  - Observation support to reflect on results of screening and assessment, and strategizing on how to use the results to support the family and child
  - Provision of professional development
  - Joining in on collaborations with home visitors and families
- Joining with the home visitor as they meet with a family, if requested by home visitor
  - Build community connections, including:
    - Maintain list of community resources that support the social, emotional, and mental health of very young children and their families
    - Form relationships with resource personnel to build connections with services
- Provide all documentation required by the agency within the designated time frame, including invoices, case notes (if requested), and records of hours spent/types of support provided.