

STOCKTON UNIFIED SCHOOL DISTRICT

MENTAL HEALTH CLINICIAN

DEFINITION:

Work within the scope of the license to provide mental health services including assessment, diagnosis, individual, group and family therapy, mental health evaluations, case management and other milieu and therapeutic interventions to identified students in various programs. Provide consultation to District personnel and other community-based organizations working with students with social, emotional, and behavioral needs related to mental illness; travel to various District sites and school-based health centers to provide direct service to students and coordinate activities with Program personnel; prepare and maintain related records and reports.

SUPERVISION RECEIVED AND EXERCISED:

Under direction of the Assistant Superintendent of Educational Support Services and/or designee.

EXAMPLE OF DUTIES – (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Provide a variety of mental health services including individual, group and family therapy, consultation, milieu and other evidenced based therapeutic interventions and support services to identified students and/or families. (E)

Work as a member of a multidisciplinary team to plan and develop programs meeting the social, emotional and behavioral needs of students, including students eligible for Special Education under Emotional Disturbance. (E)

Participate as a member of various intervention planning teams including the IEP (Individualized Education Plan) team to provide mental health related services to address serious mental health issues relating to the students educational placement; assist in monitoring progress of students; and refer and link families to other public and private agencies for services as appropriate. (E)

Collects data and prepares a variety of reports for the purpose of documenting case history, assessments, treatment, medical and other billing records. (E)

Provide consultation to all Program staff, administrators, and parents concerning serious mental health needs of students and supports needed to assist in the progression toward mental health related goals; assist in the design, implementation and monitoring of such mental health supports in the educational environment. (E)

Travel to various District sites to provide direct mental health services and outside agencies to coordinate activities with Program personnel; collaborate with various District personnel and outside agencies to enhance Program services and identify proper techniques and services for meeting the social and emotional needs students. (E)

Organize and conduct psycho-educational groups relating to mental health issues with ~~Special Education~~ students; organize and conduct groups to improve parental awareness of student mental health needs, family education and support that will allow them to support the implementation of their child's ~~IEP~~ educational plan; make home visits as necessary. (E)

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Develop and provide quality professional development training programs for Program staff, administrators, and other district personnel regarding mental health related issues and implementation of mental health service plans. *(E)*

Maintain confidentiality and complete necessary documentation for students including records, logs, reports, case notes, and a variety of other paperwork related to student and family information, attendance, services provided and progress as required by law and Medi-Cal requirements. *(E)*

Communicate with students, families, administrators, personnel, community services and various outside organizations to exchange information, coordinate activities and resolve issues or concerns related to student progress, Program services and assigned duties. *(E)*

Attend and participate in a variety of assigned meetings, workshops and committees; keep current in accepted practices, regulations, policies and laws pertaining to mental health services in educational settings. *(E)*

Provide supervision for college level students in fieldwork and practicum placements, develop and implement training & fieldwork programs and assist with student placement performance. *(E)*

Maintain regular and prompt attendance in the work place. *(E)*

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Rules and regulations applicable to providing mental health services and such services in public schools, including IDEA, HIPAA, FERPA, and Medi-Cal requirements.
- Psychotherapy principles and practices, including treatment of individuals, groups and families.
- Principles and methods of counseling and the accepted techniques for assessing psycho-social behavior.
- Pertinent law and regulations regarding health and social service programs and public education, including policies, objectives and guidelines of the District Special Education program.
- Community resources, services and programs serving students and families with special needs, including mental health and behavioral needs.
- Psychological and social aspects and characteristics of children with physical and intellectual disabilities, emotional and social disturbances.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.
- Record-keeping techniques and report preparation techniques.
- Modern office practices, procedures and equipment.
- Public relations techniques.
- Diversity and cultural sensitivity

Ability to:

- Identify and provide direct service relating to the behavioral and mental health needs of students.
- Develop and implement appropriate behavioral and mental health services in educational settings.
- Work as a part of a multidisciplinary educational support team.

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- Provide professional development training regarding mental health issues and relevant techniques and supports in educational settings.
- Communicate effectively, orally and in writing.
- Compile and verify information and prepare reports.
- Prepare and maintain records, logs, files, case notes and other documentation.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Identify student issues requiring attention and recommend services for improvement.
- Understand and relate to students with special needs.
- Refer families to community agencies and District services as appropriate.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Identify and develop measurable social, emotional, and behavioral goals.
- Meet schedules and time lines.
- Work independently with little direction.
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software.
- Analyze situations accurately and adopt an effective course of action.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.
- Perform crisis intervention and management techniques.

Education and Experience:

Master's Degree or higher in a counseling, psychology, clinical social work, or closely related field.

Licenses and Other Requirements:

- Valid and in good standing California Board of Behavioral Sciences (BBS) license as a Licensed Clinical Social Worker (LCSW) or Marriage and Family Therapist (MFT) or California licensed eligible.
- Experience working in a public or private educational setting providing mental health related services.
- Possession of a valid California driver's license.
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire.

WORKING CONDITIONS:

Environment:

- Indoor and or outdoor work environment.
- Schools, special centers and special classes, with and without adaptive equipment.
- Driving a vehicle to conduct work.

Hazards:

- Contact with dissatisfied or abusive individuals.

Physical demands:

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Dexterity of hands and fingers to operate a computer keyboard.
- Requires sitting or standing for extended periods of time.

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- See and read a computer screen and printed matter with or without vision aids and observe students
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Speak so that others may understand at normal levels and on the telephone.
- Perform Managing Assaultive Behavior (MAB) protocols.
- Hearing and speaking to exchange information in person and make presentations
- Vision to read a variety of materials and observe students.
- Lift and or carry up to 25 lbs at waist height for short distances.
- Bend at the waist, kneeling, or crouching to reach materials and work with students.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.