



**CLASS TITLE: EDUCATIONALLY RELATED MENTAL  
HEALTH CLINICIAN  
MID-MANAGEMENT**

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**BASIC FUNCTION:**

Under the direction of the Director of Student Services, participates as a team member in determining eligibility of clients for service; assesses needs; provides therapy and case management services as a licensed qualified mental health professional to students at risk and/or referred due to mental health concerns. Works with students on developing emotional and social skills with peers and adults; and works with staff on issues related to the educational and emotional success of students.

**DISTINGUISHING CHARACTERISTICS:**

Handles a variety of assignments related to individual students' mental health needs. Works independently with students on a one-to-one basis or in a group setting. Collaborates with staff on students' emotional and educational success.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Provides direct clinical services as a licensed qualified mental health professional to students diagnosed with mental health concerns.

Provides case management services to students diagnosed with mental health concerns.

Performs individual assessments to determine additional mental health needs of students.

Provides contact and consultation to student and family members.

Prepares case history information and develop service plans.

Provides crisis intervention and treatment interventions for students and their families.

Establishes workload priorities and meet deadlines.

Maintains appropriate history, health and medical billing records for each student.

Collaborates with a team to ensure that mental health services successfully assist students in achieving academic success.

Facilitates and/or participates in group and individual meetings, including Student Study Team and Individual Education Program (IEP) meetings.

Assists in monitoring and follow-up of "at-risk" students for the purpose of enhancing student success in school.

Assists in communicating with outside agencies for the purpose of ensuring successful participation in the academic program.

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Board Approved: TBD

Salary Range: Mid-Management



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Assists school sites in developing safe and positive learning environments.

Assists school sites with “at-risk” student referral protocols for the purpose developing plans or services and/or making recommendations.

Assists site administrators in planning and modifying student support services for identified “at-risk” students.

Communicates with parents, teachers, administrators, and other professional staff to assist them in the understanding and educational planning for students who demonstrate early warning signs of being or becoming “at-risk” for mental health concerns and school failure.

Works cooperatively with school psychologists and IEP teams at sites to provide services to students with disabilities who require counseling and other related services as specified in their IEP.

Provides assistance to site and district administrators for the purpose of supporting students during crisis interventions.

Coordinates, supports, and provides counseling and other intervention activities to students and families.

Identifies resources in the community and makes appropriate referrals for the purpose of providing support to students and families.

Keeps informed on the content and status of current legislation as it relates to “at-risk” students and student and family support service programs.

Prepares documentation (i.e. evaluations, observations, case management records, contacts with parents, teachers and outside professionals, Medi-Cal claim reports, etc.) for the purpose of providing written support, developing recommendations and/or conveying information.

Provides and coordinates parent education and staff in-service for the purpose of providing information on prevention of alcohol, tobacco, and drug abuse.

Provides classroom demonstrations on strategies (i.e. self-esteem, social skills, responsibility, coping, making wise choices, respecting others, etc.) for the purpose of ensuring successful participation in the academic program.

Provides parent education and staff in-service training related to mental health needs.

**OTHER DUTIES:**

Perform related duties as assigned.



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**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Current professional behavior management techniques and practices in Special Education environments and technical aspects of field of specialty.  
Counseling practices for individuals, groups, and families.  
Processes for effective casework practice.  
Laws relevant to school social work, ethical issues, and professional issues and standards.  
Child development, psychopathology, and social and environmental conditioning.  
Effective and excellent communication, using English in verbal and written form, use correct grammar, punctuation and spelling.  
Leadership and team building skills, strong organizational skills, high self-motivation and aptitude for diversification

**ABILITY TO:**

Work effectively as part of a team in a collaborative manner  
Understand and interpret complex data and abstract concepts  
Conduct research necessary to develop behavior treatment plans  
Demonstrate positive working relationship with students, staff, and parents.  
Utilize Crisis Prevention Intervention or similar methodology for management and behavior intervention  
Operate computers, assigned software, and telephones.  
Work effectively with severely learning/emotionally disabled adolescents and children  
Work with diverse groups of students in varied socioeconomic and multicultural areas  
Establish workload priorities and meet timelines  
Lift and move at least 40 pounds  
Understand and carry out oral and written instructions  
Plan and organize work  
Analyze situations accurately and adopt an effective course of action  
Work independently with little direction.  
Maintain confidentiality of student records  
Meet schedules and deadlines  
Read/interpret/apply rules, regulations, policies  
Rapidly learn methods and materials used in a variety of situations  
Willingness to travel locally at times.

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to master's degree in psychology, social work, or mental health counseling and one-year experience with children and adolescents in a mental health setting.



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**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California Commission on Teacher Credentialing Pupil Personnel Services and/or Health Services Credential or registration with the California State Board of Behavior Science as a Licensed Marriage and Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW) or Licenses Professional Clinical Counselor (LPCC).  
Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office environment  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person and on the telephone;  
Seeing to perform assigned duties;  
Sitting or standing for extended periods of time;  
Dexterity of hands and fingers to operate a computer keyboard and other office equipment  
Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies  
Lifting light objects.



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