

JOB DESCRIPTION
San Diego County Office of Education

Case Manager, Mental Health Services

Purpose Statement

The job of Case Manager, Mental Health Services is done for the purpose/s of coordinating and providing educationally related mental health and behavioral services to Special Education Local Planning Area's (SELPA's) students placed in residential treatment facilities in and out of San Diego County; and provides consultative services to SELPAs, LEAs and staff.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and the level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions

- Assesses and determines if students are ready to transition to less restrictive levels of care and a less restrictive setting for the purpose of facilitating students' transition from a residential treatment center.
- Attends and participates in a variety of committee meetings, workshops and conferences (e.g. professional development activities, SELPA steering committees, IEP teams, ERMHS organizations, etc.) for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
- Collaborates with the San Diego County Department of Mental Health and Human Services, including Probation and Child Welfare, for the purpose of facilitating referrals for mental health services and ongoing management of cases when appropriate.
- Counsels parents about the special needs and development of their child for the purpose of explaining the process of mental health treatment, including the goals and objectives that can be accomplished in a residential facility, maintaining on-going relationships with the families during the course of treatment, and serving as a liaison between facility, parent, student and school district.
- Develops and maintains a schedule and manages timelines for students on the caseload for the purpose of ensuring optimal service delivery and adherence to deadlines.
- Maintains a variety of confidential and non-confidential manual and electronic files and records (e.g. training materials, referrals, residential/NPS rate sheets, vetting tools for new and existing facilities, student database, SDCOE Approved Case Management List, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.

- Monitors program components, supports and develops materials (e.g. training needs assessments, design and scope of services, interagency agreements, staff development/mentoring, student's mental health services in residential care, etc.) for the purpose of enhancing service delivery and complying with program requirements.
- Participates in IEP team meetings for students being considered for residential placement and for students currently placed in residential facilities (e.g. case conferences, follow-up activities, assessment process, documentation needed before transitioning, etc.) for the purpose of working collaboratively to develop, implement and monitor IEP driven service plans that improve academic performance, foster social skills and prevent violent behavior.
- Prepares a variety of documents, reports and written materials (e.g. reports, professional development activities handouts, vetting tool, NPS rate sheets, Approved Case Management List, handouts, community resources listings, referrals to County Department of Mental Health and Human Services, mental health treatment plans, etc.) for the purpose of communicating information to parents and staff.
- Provides a variety of mental health services (e.g. case consultation for IEP teams in schools and in residential facilities, counseling and psychological services to students with social/emotional and/or behavioral needs, social work services to students and families considered for or currently placed in a residential treatment center, etc.) for the purpose of serving as a resource regarding mental health services and the transition process of students placed or considered for placement in a residential treatment center.
- Responds to crisis situations for the purpose of resolving immediate safety concerns 24/7 and intervening in situations that could negatively impact the student's education and treatment plan.
- Responds to issues involving community complaints with facilities, staff, conflicts in policies and regulations, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Visits placement facilities both in and out of state for the purpose of evaluating new and existing residential programs for appropriateness, monitoring the mental health treatment services that students receive, and educating residential programs about the expectations of local school districts.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE of:

Human centered and socially conscious leadership;

Pertinent codes, policies, laws and regulation outlined in professional mental health disciplines;

Early childhood education principles;

Non-violent crisis intervention techniques;

Individualized Education Program (IEP) process and law;

Office application software;

Stages of child development;

State residential facilities licensing laws;

Mental health disorders;
Effective evidence based mental health practices;
Data analysis.

ABILITY to:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;
Practice cultural competency while working collaboratively with diverse groups and individuals;
Work with data utilizing defined and similar processes;
Operate equipment using defined methods;
Problem solve to analyze issues and create action plans;
Maintain confidentiality;
Establish effective relationships;
Communicate with diverse groups in a positive, non-threatening manner;
Create a positive image within the community;
Adapt to changing priorities;
Work nonstandard hours;
Work with frequent interruptions;
Work as part of a multi-disciplinary team;
Work with detailed information/data.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Two (2) years experience providing educationally related mental health and behavioral services. Experience in a school setting implementing Positive Behavior Supports or experience with high risk behaviors in a residential facility is preferred.

Education: Masters degree in job-related area.

Equivalency: A combination of education and experience equivalent to a master's degree in a related field and two (2) years experience providing educationally related mental health and behavioral services. Experience in a school setting implementing Positive Behavior Supports or experience with high risk behaviors in a residential facility is preferred.

Required Testing:

N/A

Certificates:

Valid CA Pupil Personnel Services
Credential or
Licensed as Clinical Psychologist or
Clinical Social Worker or
Marriage Family Therapist

Continuing Educ./Training:
Maintains Certificates and/or Licenses

Clearances:
N/A

FLSA State: Non-Exempt

Salary Range: Classified Management, Grade 38

Personnel Commission Approved: October 19, 2016

Revised: 04/2017, 03/2024