

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Mental Health Case Worker, Grade 52

DEFINITION:

Under the supervision of a School Psychologist, determines eligibility of students for services; participates in IEP team meetings, assesses student needs, and provides coordination of educationally-related mental health services as an unlicensed qualified mental health professional to students.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and 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. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Provides case management services as an unlicensed qualified mental health professional to students diagnosed with mental health problems.

Performs case assessments to determine needs of students.

Provides contact and consultation to students, teachers, and staff at assigned school sites

Prepares case history information and develops 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.

Serves as part of a team approach to ensure that mental health services successfully assist students at alternative school sites in returning to a regular school program.

Participates in group and individual meetings, including IEP meetings.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

Must be registered with the California State licensing board toward obtaining a mental health clinician license as a Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), or Licensed Clinical Psychologist prior to employment.

Possession of a valid California driver's license and availability of private transportation.

Some positions may require bilingual Spanish skills.

EDUCATION AND EXPERIENCE:

A master's degree in psychology, social work, or mental health counseling and two (2) years of experience in counseling and crisis intervention with children and adolescents in a mental health setting. Experience with alternative education settings preferred.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Psychological and social aspects and characteristics of at-risk children with disabilities, particularly emotional disturbance.

Therapy methods appropriate to meeting the needs of students and their families.

Best practices for meeting the educationally-related mental health needs of students.

Pertinent laws, regulations, and procedures regarding education, family rights, and social/mental health services.

Thorough technical knowledge of modern office and organization practices.

ABILITY TO:

Demonstrate positive working relationship with students, staff, and parents.

Work with diverse groups of students in varied socioeconomic and multicultural areas.

Establish workload priorities and meet timelines.

Provide services to students for the purposes of providing a safe learning atmosphere and higher academic achievement.

Communicate effectively orally and in writing.

Operate standard office equipment including microcomputers and related software applications.

Plan and organize work.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Compose varied correspondence.

Research and prepare accurate and concise reports.

Understand, interpret, and explain policies and procedures.

Proficiency in spelling, punctuation, and grammar.

WORKING CONDITIONS & PHYSICAL ABILITIES:

Duties are typically performed in a classroom or office setting. Position requires transportation to and from various worksites.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

Established	Approved by Personnel Commission	Revised	FLSA Status	Salary Grade
6/2016	June 14, 2016		Non- Exempt	52