



Job Description

Job Title: **Mental Health Counselor**

- A. **Primary Function:** Under the Direction of the Director, Special Education, the Mental Health Counselor will provide consultation services, conduct educationally related mental health evaluations, and provide counseling for students and their families. The Mental Health Counselor will provide more intensive clinical assessments and interventions for students with mental health needs beyond the scope of the School Psychologist/School Counselor. The Mental Health Counselor's clinical background will support staff in determining appropriate services and supports to address the mental health needs of eligible students.
- B. **Directly Responsible To:** Director of Special Education and Site Administrator
- C. **Assigned Essential Duties and Responsibilities:**
1. Provide developmentally appropriate individual and group counseling activities to identified students to address social-emotional needs, attendance and/or academic problems, and complex case management issues. Use a variety of data gathering and therapy techniques; serve as a resource to site and District personnel and members of the school community concerning youth services.
 2. Conduct educationally related mental health assessments and make recommendations for appropriate mental health services for students with significant social-emotional and/or behavioral needs.
 3. Serve as a liaison between the schools and mental health and juvenile agencies in pursuing referral follow-ups.
 4. Conduct and/or arrange formal and informal student assessment and participate in the development of students' individual programs and services.
 5. Provides complex case consultation, supervision and support to schools, as necessary.
 6. Prepare and maintain data, detailed case records, notes and progress reports related to assigned students and activities; maintain confidentiality of sensitive and privileged information.

7. Provides training for school staff in prevention and proactive pre-referral activities, educationally related mental health services, and behavioral support systems.
8. Plan, coordinate and/or develop social-emotional and behavior supports for students; assist in development of 504 plans, Individualized Educational Program (IEP), behavior supports, transition plans and counseling/mental health programs.
9. Conduct conferences with teachers, administration, support staff and parents to identify student progress and resolve student problems.
10. Set performance criteria in terms of desired social-emotional and/or behavioral and objectives using written, IEPs, in collaboration with staff; provide leadership in development of IEPs and in counseling the IEP team to meet IEP objectives.
11. Serve as a member of the District management Team; participate in management meetings and District committees to facilitate sound administrative practice and planning in the District. Supports District in supervising the monitoring of student progress by school personnel; attend school meetings; advises District regarding additional services as new needs arise; Facilitate and implement support services programs as assigned.
12. Serve as key member of the District Crisis Response and Threat Assessment Teams.
13. Supervise assigned personnel and interns as appropriate.
14. Flexible work-day and work-year; drive to student homes, community settings and a variety of school sites, as required.
15. Perform other duties as assigned.

D. Knowledge and Abilities

Knowledge of:

Continuum of counseling interventions available for students enrolled in general and special education programs.

Ability to:

- Determine appropriate action within clearly defined guidelines
- Demonstrate a calm, patient, receptive and understanding attitude towards students
- Work independently with minimal direction
- Maintain confidentiality

- Prepare and maintain detailed care records and reports
- Drive a vehicle to conduct work

E. Minimum Qualifications

1. License: State of California Licensed Marriage and Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), Licensed Professional Clinical Counselor (LPCC), or Licensed Clinical Psychologist.
2. Master's Degree from an accredited institution of higher learning, preferably in psychology or special education or a closely related field.
3. Three years of experience in the behavioral health plan process (may include pre-licensed experience) providing direct services, developing treatment plans, monitoring or progress, and termination of services; including providing mental health services to adolescents or students with special needs.
4. Valid California Class C Driver's License and Vehicle along with proof of auto insurance.

F. Desirable

1. Valid Pupil Personnel Services credential.

G. Working Conditions

ENVIRONMENT:

School, home clinic or community environment working with students with social-emotional and/or severe behavioral disorders. Some assignments may involve late afternoon/evening hours. May be subject to a flexible work calendar and day

PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in the office and school site. While performing the duties of this job, the employee works at a various school sites, in the student's home, clinic, or community environment. Ability to lift, carry, push or pull up to 25lbs. The noise level in the work environment is usually moderate to high; driving to various locations is required. The employee is regularly required to sit for extended periods of time; work at computer for extended periods of time requiring close/distance vision; color vision, peripheral vision, depth perception and the ability to adjust focus; frequent use of telephone; direct contact with the public, teachers, students, parents, and other district staff; give direction requiring clear speaking, the ability to hear normal voice conversation; exposed to minor contagious illnesses (e.g. colds, flu); work in difficult interpersonal situations (e.g. upset parents, uncooperative coworkers). Exposure to potentially volatile & emotional students.