



SAN JUAN UNIFIED SCHOOL DISTRICT CLASSIFIED PERSONNEL

CLASS TITLE: Mental Health Therapist

CLASS CODE: 621

CHARACTERISTICS OF THE CLASS:

Provides mental health services including counseling, consultation, assessment, evaluation, treatment and case management for individuals and families, and performs related duties as required; assists with program planning, assessment, feedback, supervision, mentoring, writing reports and contract administration. The mental health services may be provided at the White House Counseling Center, at other district counseling centers or offices, in student homes, at school sites and/or in the community.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class).

Provides direct mental health services including counseling, consultation, assessment, evaluation, treatment coordination, individual/group therapy, collateral and rehabilitation services and case management/brokerage for individuals and families; acts as a liaison between client, families, school personnel and community agencies; trains program interns; plans and conducts training and workshops for staff and parents; may provide supervision of unlicensed therapists and subordinate staff; may plan and conduct in-house utilization reviews; may provide site supervision as needed; provides feedback to administration regarding program operations; assists in providing case management; co-signs for the work of trainees and interns as appropriate; attends program related meetings, training, and workshops; may serve on various related committees; participates in inter and intra agency planning and staff meetings related to clients; provides outreach casework and support services including home visits, individual and group counseling, individual and family intervention; provides referrals to appropriate in-district and community resources; maintains appropriate assessment, evaluation and treatment records; may plan/conduct/oversee additional counseling center activities as required; completes and submits a variety of forms, evaluations and program reports.

QUALIFICATIONS:

Education and Experience:

Masters Degree or higher in counseling, psychology, clinical social work, or a closely related field. Must possess California licensure in marriage and family therapy, social work, or psychology.

Knowledge, Skills and Abilities:

Knowledge of laws, rules and regulations applicable to providing mental health services;
Knowledge of psychotherapy principles and practices, including treatment of individuals, couples, families and groups;
Knowledge of interviewing techniques;
Knowledge of community agencies and referral resources;
Ability to work effectively with children, adolescents and adults, group home and school staff and agency representatives;
Ability to communicate effectively both verbally and in writing;
Ability to speak effectively in public;
Ability to read, interpret and explain policies, programs and reports;
Ability to follow oral and written instruction with a minimum of direction;
Ability to work independently and make decisions within the framework of established guidelines;

Ability to analyze and determine appropriate methods and interpret and apply guidelines to accomplish goals;
Ability to establish priorities and deadlines;
Ability to formulate and implement treatment plans;
Ability to analyze and resolve problems with tact and diplomacy;
Ability to plan, provide feedback and assess program;
Ability to assist with supervising and mentoring staff;
Ability to establish and maintain records:

WORKING CONDITIONS

Work Environment:

Indoor setting in an office, classroom or home; drive a vehicle to conduct work.

Typical Physical Characteristics:

Communicate to exchange information in person and on the telephone; hearing and speaking to model clear English speech; prepare and inspect documents and other written materials; operate office and communication equipment requiring repetitive hand movement and fine coordination; remain in a stationary position for extended periods of time; sufficient mobility to visit district sites, county/agency offices and participant homes.

Other Characteristics:

Willingness and ability to work evenings. Possession of or willingness and ability to obtain a valid California Drivers License.

Board Approved: 3/12/2002
Revised: 7/19/2011