



SPECIALIST

MENTAL HEALTH SERVICES

JOB DESCRIPTION

JOB TITLE: Specialist of Mental Health Services
REPORTS TO: Coordinator of Student Support Services
LOCATION: Education Support Services

FLSA STATUS: Exempt
PAY GRADE: ADM3
DAYS: 228
JOB ID & DATE: ADM-44 | May, 2023

JOB PURPOSE SUMMARY

Responsible for direct supervision and evaluation of the campus Mental Health Specialists including counselors, education psychologist, Licensed Specialist in School Psychology, and Social Workers. Provide individual and group clinical supervision to Mental Health Specialists. Provide leadership acting as team lead responder and primary mental health professional to the district in times of crisis. Coordinate and collaborate with district departments, administrators, counselors, special service providers, community, and state agencies to promote student well-being and safety. Support the district wide suicide prevention training for Adams 14 staff and responsible for grant management and support.

REQUIREMENTS

Education Level Details

Master's Degree in education psychology, social work with emphasis on clinical practices. . Educational Doctorate or Educational PhD preferred.

License / Certification Required

Valid Colorado Administrator or Principal License preferred.
Licensed Clinical Social Worker (DORA) strongly preferred.

Work Experience Required

Minimum of three years of experience as an education leader.
Experience providing mental health services within a K-12 educational system.
Minimum of five years of clinical practice and supervisory experience preferred.

Other Skills and Abilities Required

Thorough understanding of mental health disorders of children and adolescents.

Thorough understanding of addiction disorders.

In depth knowledge and experience with suicide assessment and prevention.

Working understanding of the impact of mental health issues and the effects of trauma on students

Ability to assess students' individual needs and develop appropriate support plans.

Strong public speaking skills with the ability to provide multimedia presentations on the topic of mental health issues of children and adolescents.

Ability to adapt and grow mental health services in a proactive manner as system needs change.

Experience with grant writing, grant management and reporting.

Ability to implement the required process of threat assessment and student safety plans.

Ability to be on call 24 hours per day.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

Major Responsibilities

- Coordinate the School Based Mental Health Program; Communicate between the therapists from community agencies and school based mental health coordinators consistently.
- Assess common barriers faced by students and families seeking services and provide support to overcome obstacles and increase services.
- Renew, create, and coordinate between community mental health providers and the District.
- Create communications for community partners and the District.
- Assess needs and add/coordinate therapists as needed.
- Develop, communicate, and Integrate PBIS and Mental Health services using an Interconnected Systems Framework in all Adams 14 schools.
- Provide job embedded coaching to Mental Health Specialists including counselors, education psychologist, Licensed Specialist in School Psychology, and Social Workers
- Plan and facilitate professional development for Mental Health Specialists including counselors, education psychologist, Licensed Specialist in School Psychology, and Social Workers
- Assist school PBIS/MTSS teams to develop and implement a Mental Health service system within their MTSS.
- Provide ongoing coaching and support to the PBIS/MTSS teams on the implementation of mental health best practices within the tiered system of support.
- Collect district wide school based mental health data and other data, as applicable, and prepare related reports.
- Work closely with school staff, community partners, parents/guardians and students to raise awareness, reduce stigma regarding mental wellness.
- Improve access for students to mental health supports in both school and community.

- Work toward continuous improvement in the District by contributing ideas, problem-solving, assisting and motivating others, and adapting to new ideas and procedures.
- Maintain accurate and accountable records and documentation of assigned activities.
- Hire, train, evaluate, manage, assign, and support Mental Health Specialists.
- Provide individual and group clinical supervision of the Mental Health Team and ongoing consultation, supervision, and evaluation of the campus providers.
- Conduct regular supervision meetings, ongoing consultation, and coordinate year-round.
- 24-hour availability to all members of the team for emergency consultation and support.
- Provide support and oversight of the district wide suicide prevention and education program including recommendation of the suicide assessment training for Adams 14 Mental Health Specialists, and the trauma responsive education and training provided by the Mental Health and Education providers.

Budget and/or Resource Responsibilities

- Develop, review and approve campus/departmental operating policies, procedures, and budgets
- Contribute in collaborative decision making regarding the purchase of resources

SUPERVISORY RESPONSIBILITIES

Supervision of direct reports that include Mental Health Specialist, Psychologist, Social Workers, and Counselors

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl.. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____

Signature: _____

Date: _____