

## **MENTAL HEALTH SPECIALIST ASSOCIATE**

### **DEFINITION:**

Under supervision, provide mental health services for individuals and families including counseling, consultation, mental health evaluations, case management, and other duties as required. Assist with program planning, assessment, feedback, supervision, mentoring, report writing, and contract administration. Mental health services may be provided at various sites within the district and surrounding community.

### **QUALIFICATIONS:**

#### Experience:

- A minimum of three (3) year of experience working in a school setting (preferred) or related experience working with individuals aged 3 – 21 or working *with* schools

#### Education:

- A master's degree from an accredited university or college in the field of psychology, social work, counseling education, or related field.
- Licensed as intern/associate in the State of California to provide mental health services (LMFT, LCSW, or Licensed Clinical Psychologist) or registered intern/associate.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide a variety of mental health services such as assessment / screening, counseling, case consultation to students with disabilities and non-disabled students, and staff training
- Provide, and assist in the providing of, individual counseling, small group counseling, whole class social skills program delivery, and programs to support school wide mental health goals
- Work as part of a team to develop appropriate educationally related mental health goals, monitor progress toward those goals, and report out on progress in regularly-scheduled meetings
- Facilitate empirically supported prevention programs within the classroom
- Participate in district-wide PBIS/MTSS implementation system and support school bases implementation
- Collaborate with public and private agencies to coordinate services for students and families
- Participate in a variety of meetings, including staff training (both as a participant as well as presenter)
- Assist in transitioning students from alternative programs to comprehensive school programs within district
- Provide measurable mental health goals, collection methods, interpret, and report out on data related to individual, small or large group progress toward educationally related mental health development
- Document and report student progress following district guidelines and directives
- Perform related duties as reasonably assigned

**PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employee in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.