

SCHOOL DISTRICT OF FRANKLIN COUNTY

JOB DESCRIPTION

LICENSED MENTAL HEALTH COUNSELOR

QUALIFICATIONS:

- A. Master's Degree from an accredited educational institution
- B. Licensed Mental Health Counselor with State Licensing Board in Florida (Chapter 491, F.S.)
- C. Experience working with children and adults in a mental health setting, preferred
- D. Experience working in a school environment, preferred

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of mental health diagnosis and treatment options. Ability to create individualized treatment plans for student (and families) based upon assessed clinical needs.

REPORTS TO:

Director of Special Programs

JOB GOAL

To provide mental health services to students and/or families so that students may access free and appropriate education opportunities.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Responsible for completing mental health assessments/screenings.
- (2) Responsible for providing individual, family and/or group therapy services (based upon assessed clinical needs and individualized treatment plans. The State Licensing Board in Florida authorizes this individual's ability to provide group, individual and family psychotherapy).
- (3) Responsible for developing individualized treatment plans.
- (4) Maintain required documentation of treatment.
- (5) Complete all required documentation for timely Medicaid billing.
- (6) Assist in developing policies and procedures, as related to job duties.
- (7) Prepare all required reports and maintain all appropriate records.
- (8) Use effective written and verbal communication skills.
- (9) Work productively and independently on caseload assignment.
- (10) Adhere to school board policies and procedures.
- (11) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice as to the impact on the District.
- (12) Respond quickly to emergency situations.
- (13) Other duties assigned by the immediate administrator or supervisor.

Licensed Mental Health Counselor (Continued)

INTER/INTRA-AGENCY COMMUNICATION AND DELIVERY

- (1) Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts and general support for the decision-making process in the area of job responsibility.
- (2) Exhibit support for the District's mission and vision

PROFESSIONAL GROWTH AND IMPROVEMENT

- (1) Participates in job specific professional development activities.
- (2) Required to complete Blood Borne Pathogen training, annually.
- (3) Participate in required district meetings

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations.

Supervisor's Signature

Employee's Signature

Date

Date

APPROVED: April 29, 2021