

**SCHOOL DISTRICT OF BRADFORD COUNTY**  
**JOB DESCRIPTION**  
**COORDINATOR- MENTAL HEALTH SERVICES**

**QUALIFICATIONS:**

1. Bachelor's Degree from an accredited college or university.
2. Certification or licensure as a Licensed Clinical Social Worker (LCSW) or a Licensed Mental Health Counselor (LMHC) preferred.
3. Minimum of three years successful experience working with children.
4. Satisfactory criminal background check and drug screening.
5. Valid Florida Driver's license
6. Computer Proficiency

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of current educational research, especially in the field of mental health and counseling.; Basic understanding and knowledge of use of current technology; Knowledge of varied learning styles and skill in using varied methods to counsel students; Knowledge and skill in crisis prevention, intervention and arbitration techniques; Knowledge of student referral procedures for special assistance; Skill in oral and written communication with students, parents, and others; Ability to work effectively with students, peers, administrators, community agencies, parents and others; Ability to interact professionally with teachers, parents, therapists, doctors, and other professional staff; Ability to interview families and prepare adequate social history information as per professional and School Board directives; Ability to present information effectively to a variety of audiences. Ability to collect, analyze and interpret data.

**REPORTS TO: Director of Operations**

**SUPERVISES: N/A**

**JOB GOAL:**

To coordinate the timely and efficient provision of mental health assessment, diagnosis, intervention, treatment, and recovery services to students with one more mental health or co-occurring substance abuse diagnoses and to coordinate such services with a student's primary care provider and with other mental health providers involved in the students care.

**PERFORMANCE RESPONSIBILITIES:**

1. Develop and establish the district's Threat Assessment Team and Crisis Assessment Team including adopting policies for the establishment of Threat Assessment Teams and Crisis Assessment Teams at each school.
2. Participate on Child Study teams where high-risk students are typically reviewed and staffed (truancy, SARB, MTSS, etc).
3. Coordinate services for students who have or are at risk for emotional or behavioral disabilities.
4. Identify gaps or barriers in needed services; remove barriers and facilitate efficient and timely provision of all needed services.
5. Obtain criminal history record information regarding students who are referred to Threat Assessment teams.
6. Assist the Student Services Department in maintaining records sent by the court notifying the district

when a student has been found to have committed a delinquent act, or has had adjudication withheld for a behavior that would have been a felony had it been committed by an adult, or when a student has been referred by the court for mental health services.

7. Provide regular reports to the School Safety Specialist and Threat Assessment Teams.
8. Develop the district's plan for using its Mental Health Allocation. Facilitate the submission of the plan, once approved by the district's School Board, to the Commissioner of Education.
9. Provide professional development for staff in the area of youth mental health awareness and assistance.
10. Develop and maintain a network of peer contacts through professional organizations and meetings.
11. Complete all required reports and maintain appropriate records required by state and Federal law and School Board policy.
12. Make home and school visits to determine appropriate interventions for students.
13. Serve on the School Health Advisory Committee.
14. Attend workshops, conferences, and trainings to remain current in policies and practices.
15. Assist the Department of Children and Families with community action treatment teams.
16. Educate students that any person who makes, posts, or transmits a threat in a writing or other record, including an electronic record, to conduct a mass shooting or an act of terrorism, in any manner that would allow another person to view the threat commits a 2nd degree felony and may be considered an act of terrorism.
17. Attend training and assist with the use of the mobile suspicious activity reporting tool.
18. Maintain certification and/or licensure requirements.
19. Maintain confidentiality of student and other professional information.
20. Ensure compliance with all local, state, and Federal policies, laws, rules, and regulations related to the assigned areas.
21. Support and represent the needs of students in each school with fiscal agents of children's mental health funds, including the expansion of school based mental health services, transition services, and integrated education and treatment programs.
22. Increase parent and youth involvement and develop local systems of care.
23. Assist schools with mental health services for those students that upon registration, have noted previous referrals to mental health services.
24. Perform other tasks consistent with the goals and objectives of this position.

#### **PHYSICAL REQUIREMENTS:**

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

#### **TERMS OF EMPLOYMENT:**

Salary and benefits consistent with the Board's approved salary schedule.

Length of the work year and hours of employment shall be established by the Board

#### **EVALUATION:**

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

Job Description Supplement: 05 FLSA: Exempt

JOB CODE: 61124

Board Approved: 06/19/2023