

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR - BEHAVIORAL & MENTAL HEALTH

BASIC FUNCTION:

Under the general direction of the Assistant Superintendent of Student Services, provides oversight, supervises, trains, and evaluates behavioral and mental health therapists and interns to assure that therapy plans for students are appropriate; provides behavioral health services to district students referred for assessment and assistance with the goal of facilitating and promoting appropriate behavioral and mental health; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Administers the operations of the Behavioral and Mental Health Program for the district; develops, implements and monitors work plans to achieve therapy goals and objectives; participates in developing, implementing and evaluating programs, plans, processes, systems, and procedures to achieve District goals.

Provides a high performance, customer service-oriented work environment which supports achieving District and site objectives and service expectations; designs and implements client satisfaction feedback systems.

Works in collaboration with multiple Districts, cities, county, and private agencies in a school based and school linked integration model to direct and manage the delivery of therapy services to at risk youth and their families.

Supervises and trains Behavioral and Mental Health therapists; provides individual and group clinical supervision weekly; monitors and evaluates therapists' assessments, therapeutic goals and plans for referred students; manages and directs crisis interventions.

Provides individual, group, and family therapy services; conducts interviews, assessments and observations; assists with oversight and maintenance of student therapy files and case management files and records; participates in special assessments, individual therapy plans, and other meetings; refers students to other agencies; maintains a log of incoming referrals, case openings and closings and case dispositions.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Is an active member of the District's Crisis Response Team.

Develops agreements with local and surrounding Colleges for the recruitment and supervision of Behavioral and Mental Health interns.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Theory, principles and practices of behavioral or mental health and clinical social work.

Principles, practices, methods and protocols for interdisciplinary case management.

Federal, state, and local laws, regulations, and codes regarding standards of practice for behavioral or mental health and case management.

Methods and techniques for assessing child and family behavioral or mental health issues and family case management needs.

Community resources and services applicable to carrying out assigned case management and social service responsibilities.

Child, adolescent or developmental psychology and group dynamic theories and practices.

Medi-Cal billing and reporting

Oral and written communication skills.

Principles and practices of supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan and coordinate the operations of a District Behavioral and Mental Health Clinic.

Assess eligibility for participation in a therapy or case management program.

Obtain sensitive and confidential information through personal interview.

Interact effectively with parents and children of diverse backgrounds and experiences.

Counsel person on difficult, sensitive, and confidential matters often involving issues that are emotionally upsetting.

Establish and maintain case records, files, reports, and other materials.

Communicate effectively orally and in writing.

Train and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Education: Master's degree in Social Work and/or related field.

Experience: Three years of therapy experience as a LCSW working with a community services or social work organization involving at risk children and families, preferably in a supervisory role and two years of experience providing clinical supervision.

LICENSES AND OTHER REQUIREMENTS:

Licensed Clinical Social Worker (LCSW) by the California Board of Behavioral Sciences.

Bilingual Spanish preferred

Valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

WORKING CONDITIONS:

ENVIRONMENT:

Office and Clinical environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting and standing for extended periods of time.

Walking to conduct inspections.

HAZARDS:

Exposure to dissatisfied or abusive individuals.