Job Description

POSITION TITLE:	**Project Liaison II**	**#6041**
	School Based Mental Health	
	Special Education	
SALARY PLACEMENT:	**Management Salary Schedule**	
	Range 2	

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:
Possess a Bachelors Degree in a mental health related field or extensive experience in the mental health field. Knowledge of federal and state laws and regulations respective of special education.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:
A minimum of three years extensive work experience in mental health services in an educational environment (school district, county office of education, SELPA). Knowledge of Positive Behavior Intervention guidelines. Knowledge and experience of currently accepted educational methodology for students diagnosed with a mental health disorder. Knowledge and experience developing and implementing an Individualized Education Plan (IEP) with the team. Demonstrates successful collaboration with multiple stakeholders (e.g. school districts, community resources, families/care providers, students) respective to mental health as a related service for special education students.

KNOWLEDGE, SKILLS, AND ABILITIES:
Possess skills in coordinating, collaborating and conducting delivery of mental health related services. Ability to collaborate effectively with others. Knowledge of biological, behavioral and environmental aspects of emotional disturbances, mental health disabilities, intellectual disabilities and substance abuse. Knowledge of the scope and activities of public and private health and welfare agencies and other available community resources. Knowledge of the principles and techniques of mental health consultation, education and prevention within the community. Ability to input information respective to mental health as a related service utilizing educational software systems. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of developmental disabilities and handicapping conditions. Knowledge of typical and atypical child development. Knowledge of education laws, codes and regulations as they relate to mental health as a related service. Knowledge of laws regarding child abuse reporting. Ability to develop and support student transitions into the full continuum of least restrictive environments.

DISTINGUISHING CHARACTERISTICS:
The Project Liaison series represents entry level management positions and has two levels.

SUMMARY OF POSITION:
Under the direction of the Director II and Division Director in Special Education, will act as a liaison to mental health service providers/teachers, students and their families in special day classes for students with Emotional Disturbances; participate as a member of the educational team respective of programs for students with Emotional Disturbances using current principles, techniques and trends in counseling, various treatment modalities; assist in providing trainings and/or consultation to SELPA, school District or County personnel; support students through

transitions into new educational environments; maintain appropriate documentation, records, and reports. Does other related work as assigned.

ESSENTIAL FUNCTIONS:
Essential functions may include, but are not limited to:

1. Work effectively and consult/collaborate with SELPA, school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Participate, coordinate, or assist in conducting a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
4. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
5. Communicate effectively both orally and in writing with a variety of agencies and families.
6. Demonstrate positive interpersonal skills.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with direction from the Director II and/or the licensed mental health specialists (e.g. School Based Mental Health Services Coordinator, Mental Health Therapist).
10. Meet schedules and time lines.
11. Prepare reports and other items as needed for program using a variety of computer software programs.
12. Assist in the development of reports and presentations to assist districts in understanding and interpreting behavioral data.
13. Contribute to the development of printed materials including, newsletters, flyers, and brochures.
14. All other duties as assigned.

PHYSICAL REQUIREMENTS:
Employees in this position must have the ability to:
1. Sit and stand for extended periods of time.
2. Enter information into various software programs, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:
Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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