

# Sonoma County Office of Education – Job Description

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## Classified Management

### MENTAL HEALTH COUNSELING SPECIALIST

#### **Definition:**

Under the general supervision of the director of behavioral health services, provides mental health services to students, including counseling and consulting to assist in meeting the social, emotional and educational needs of students in Sonoma County public schools.

#### **Distinguishing Characteristics:**

Maintains strict confidentiality while providing direct therapy services to students and families to support students' mental health needs; maintains regular contact with supervisors per licensing requirements; in-services and consults with staff about optimizing and supporting students' mental health. This position does the following: consults with teachers, administrators, specialists, agency and district personnel and parents; counsels' students, in individual and group settings; focuses outreach to impacted staff; and collaborates with teachers and classroom teams to support the implementation of classroom behavior management and social-emotional learning programs under the general direction of the Director of Behavioral Health.

#### **Supervision Exercised and Received:**

General direction is provided by the director of behavioral health services and the associate superintendent of special education and behavioral health services.

#### **Example of Duties and Responsibilities:**

*Duties and Responsibilities may include, but are not limited to, the following:*

- Identifies and implements mental health services including classroom lessons, small group interventions, and individual counseling that are appropriate to the classroom population and needs.
- Participates in student study team, Section 504, and/or IEP meetings, as requested.
- Documents services including session notes, daily time logs, etc.
- Acts as liaison between public, private agencies and county programs for the purposes of developing and maintaining knowledge of referral sources and local support providers.
- Develops, coordinates and provides training to staff, parents, agency and district personnel.
- Maintains professional competencies in areas of responsibility.
- Maintains contact with and participates in professional job-related organizations and serve as a liaison to professional groups.
- Performs related duties as assigned.

#### **Employment Standards:**

##### ***Knowledge of:***

- Knowledge of and/or willingness to be trained in trauma-informed counseling practices. Basic knowledge of credentialing requirements and procedures.

- Federal and state laws, codes, regulations and requirements pertaining to areas of assigned responsibility.
- Principles, practices, methods and strategies applicable to curriculum development in the areas of social, emotional and behavioral learning and strategies for implementation.
- Mental Health Services and counseling techniques.
- Identifying a typical student learning and behavior characteristic.

***Ability to:***

- Counsel students and parents in individual and group situations.
- Select and apply appropriate social/emotional learning curriculum and programming.
- Write coherent and comprehensive mental health service reports.
- Communicate effectively both orally and in writing.
- Establish effective working relationships with staff, district personnel, other agencies and the public.
- Be flexible and receptive to change.
- Adapt to periodic heavy workload.
- Maintain regular and reliable attendance.
- Identify and implement age and need appropriate mental health services including classroom lessons, small group interventions and individual counseling.
- Provide written reports analyzing, interpreting and summarizing, observations and information from school personnel, students and parents.
- Act as liaison between public and private agencies and county programs.
- Develop, coordinate and provide in-service training to staff, parents, agency and district personnel.
- Maintain professional competencies in areas of responsibility.
- Maintain contact with and participate in professional job-related organizations and serve as a liaison to professional groups.
- Perform related duties as assigned.

***Computer Skills:***

- Basic Word Processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus, and rulers, insert graphics, use borders, and print labels and envelopes.
- Basic Database skills, such as the ability to sort and retrieve records; create layouts, reports, create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records.
- Basic spreadsheet skills, including the ability to open, modify, save, and print a new or existing spreadsheet and enter text and numbers.
- Basic email skills, including the ability to send and open a file attachment.
- Basic Internet usage including the ability to use tools to view web pages, use a search engine, bookmark a site, download a file; print out web pages, copy text, edit bookmarks, print web pages and observe copyright regulations.

**Education and Experience:**

*Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

- A Master's degree in Marriage and Family Therapy (MFT), Professional Clinical Counselor (PCC), Clinical Social Worker (CSW), or a field related to the knowledge and abilities required of this classification from an institute of higher learning recognized by the Council of Higher Education Accreditation is required.
- Registration with the California Board of Behavioral Sciences (BBS) and working toward Licensed Marriage and Family Therapy (LMFT), Licensed Professional Clinical Counselor (LPCC), or Licensed Clinical Social Work (LCSW) licensure is required.
- Candidates in this position are encouraged to pursue a Pupil Personnel Services (PPS) Credential in the areas of School Social Work, School Counseling and/or School Psychology.
- One (1) year of fieldwork in an accredited social work, counseling or related program.

**Experience:**

- At least (1) year experience as a professional (Intern year will be considered) in a school district is desirable.
- A background or experience/interest working with students with issues related to trauma.

**Physical Abilities:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over the phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier and other equipment and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance.
- Requires visual acuity sufficient to recognize people, words and numbers.

**Work environment:**

- Walking on uneven ground when outdoors.
- Exposure to student illness, injuries, infections and bodily fluids.
- May be exposed to chemicals contained in cleaning products.
- May be required to maneuver into awkward positions.

**Other Requirements:**

- Must be fingerprinted and satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.

- Must pass a pre-employment physical (if applicable).
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance and possible participation in the DMV Pull Notice Program once employed.

***Other:***

- Adopted: December 13, 2021
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented
- Approved by: Personnel Commission