

**Sunnyvale School District**  
**Position Title: Mental Health and Wellness Associate**

**Department/Site:** Teaching and Learning Department

**Work days/month:** 185 days/10 months

**Salary:** Range 42 (<https://www.sesd.org/Page/719>)

**Basic Functions:**

- Under the direction of the Director of Student Support Services the Mental Health and Wellness Associate will function as part of a comprehensive school team that provides mental health and wellness support for students, staff, and families at the school site level through a multi-tiered intervention framework. Strong communication, organization, and coordination skills will be applied to build collaborative relationships with the teaching staff, school psychologist, school counselors, behavior coaches, health technicians, outreach assistants, and administrators.
- The associate will support student mental health needs and school experience through a variety of therapeutic strategies, interventions, and outreach. The associate will provide whole-class social-emotional lessons and will also see students in small groups and individually to support their social, emotional, and academic functioning. The associate will support school-wide mental health and wellness initiatives for students and staff, parent workshops, and training on mental health topics.
- Clinical supervision by a licensed clinician who meets the supervision requirements mandated by the Board of Behavioral Services is available for candidates who are in the process of accruing hours for licensure.

**Essential Duties & Responsibilities:**

- Provide individual, group, or collateral counseling in the school setting.
- Perform school-based mental health assessments and create treatment plans that demonstrate clinical knowledge with reasonable objectives and goals.
- Implement clinical decision-making in the creation of interventions for the betterment of student's social-emotional and academic functioning.
- Consult with teachers and administration to provide SEL classroom lessons.
- Support the administration of district-approved universal mental health screeners.
- Accurately assess and provide crisis intervention.
- Demonstrate cultural competency in relationships with students, families, and staff.
- Case management responsibilities that involve communicating with organizations and/or agencies in obtaining additional services for students and families as needed.
- Participate and collaborate as a team member in SST meetings and other student-specific meetings.
- Maintain case files and records following district and professional standards.
- Maintain professional legal and ethical requirements as required by the State of California, professional associations, and the school district.
- Participate in counseling associate training.
- Participate in weekly individual and group supervision as required by the California Board of Behavioral Sciences or by university policy.
- Maintain documentation of accrued hours for licensure.
- Maintenance of a consistent weekly schedule that follows the school calendar.
- Performs related duties as required.

**Knowledge:**

- Mental health counseling techniques for students with social, emotional, and behavioral health needs.
- Supportive services to families.
- Agencies and resources available to assist children.
- Federal and state laws concerning standards of practice for school-based mental health and behavioral health services.
- 504 process and Individual Education Program (IEP) process.
- Experience providing in-service training.
- Experience working with a multidisciplinary team within a school district.
- Strong interpersonal and communication skills to foster positive relationships with students, staff, and community.
- Basic computer skills including email and district applications.

**Abilities:**

- Identify the emotional needs of students.
- Work as part of a multidisciplinary educational support team.
- Develop and implement clinical counseling services.
- Provide in-service training.
- Work independently.
- Maintain accurate and timely records.
- Adhere to established treatment timelines.
- Establish and maintain cooperative working relationships among culturally and ethnically diverse groups, which may include parents, students, employees, coworkers, teachers, and various District site administrators.
- Use software applications appropriate to assignment.
- Communicate professionally and clearly both verbally and in writing.
- Work cooperatively with diverse staff, students, and community.
- Provide excellent customer service in dynamic situations, maintaining a positive and responsive attitude when facing challenges.
- Follow verbal and written instructions with minimal supervision and use good judgment.
- Organize and prioritize work to meet schedules and timelines within established policies and guidelines.
- Operate a variety of office equipment, such as a computer, copier, two-way radio, or other equipment unique to office activities.

**Education and Experience:**

- Master's degree in Psychology, Counseling Psychology, or Marriage and Family Therapy; AMFT or APCC; Licensed MFT, LCSW, and LPCC may apply;
- Experience providing mental health counseling services or working with behavioral health programs. Previous school-based mental health services experience preferred.

**Licenses and other requirements:**

- Registered with the California Board of Behavioral Sciences as an Associate Marriage & Family Therapist (AMFT), Associate Clinical Social Worker (ASW), or Associate Professional Clinical Counselor (APCC).

**Working Conditions:****Environment:**

- Indoor classroom and community-based settings.
- Must be able to function in an office environment engaged in work of primarily a sedentary nature.
- Outdoor environment when required.

**Physical Demands:**

- Visual acuity to read a variety of materials in both print and digital formats.
- Auditory ability to exchange information.
- Sitting/standing for extended periods.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies.
- Ability to lift up to 25 pounds.
- Engage in sometimes strenuous activities with students including running, lifting, weight shifting, and positioning.

**Hazards:**

- Abusive and potentially harmful outbursts from students.
- Potential for contact with blood and other body fluids.

**Terms of Employment:**

- Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA)

**Evaluation:**

- Performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA)