



MENTAL HEALTH CLINICIAN

PRIMARY FUNCTIONS:

Under the supervision and direction of the Program Specialist or Director of Special Education, the Mental Health Clinician provides services to students with SST plans, section 504 plans, or IEPs. Performs the duties of a school mental health clinician working with individual students and small groups. Provides documentation on individual therapy goals and progress as needed and directed. Provides student clinical counseling and case management services.

GENERAL DUTIES AND RESPONSIBILITIES:

- Provides documentation on individual therapy goals and progress, as needed and directed
- Provides clinical assessments, clinical counseling, and case management services to individuals and groups of students
- Provides assessments for students that have been referred through the SST, Section 504, or IEP process and clearly communicates assessment results in a written report
- Completes screenings and provides aftercare follow-up procedures, if needed, in a timely manner
- Conducts individual and group counseling sessions with students in the assigned population, after having obtained the necessary parental consent
- Works with parents and families to develop realistic plans to address specific needs
- Consults with school staff, as appropriate, regarding the student's treatment issues
- Develops IEP goals and objectives for students on caseload who have an IEP
- Advises students and families of available community resources and makes appropriate referrals, as needed
- Creates and maintains records of each counseling session in a timely manner
- Completes necessary client case materials, program forms, and statistical data, information and reports in a timely manner
- Develops and maintains a professional relationship with colleagues and staff to include necessary collaboration, cooperation, and clear professional communication
- Performs home visits, as necessary
- Maintains accurate attendance registers
- Attends individual and/or group supervision sessions, staff meetings and trainings, as required
- Maintains appropriate records regarding assessments, services to students and trainings, as required for legal documentation and Medi-Cal billing
- Completes suicide risk screening
- Travels to multiple sites/districts to offer services
- Performs other related duties and responsibilities consistent with primary job functions

REQUIRED QUALIFICATIONS:

Education -

- Graduation from an accredited graduate program with the receipt of a Master's Degree in Education, Counseling/Psychology, Marriage Family Therapy or Social Work is required
- Licensed Professional Clinical Counselor (PCC) or Licensed Marriage Family Therapist (LMFT) or Licensed Clinical Social Worker (LCSW)

Experience –

- Two years of experience in a mental health setting under clinical supervision, as required to qualify for the State recognized license

DESIRABLE QUALIFICATIONS:

Knowledge of -

- Theory, principals, techniques, and trends in counseling and therapy
- Community resources
- DSM-V Diagnostic Criteria
- Rules pertaining to student confidentiality
- Laws pertaining to counseling; programs for dysfunctional families
- Anger management strategies
- Coping strategies
- Therapeutic crisis de-escalation techniques
- Drug and alcohol programs/services
- Cultural competency
- PJUSD policies and procedures
- Computer hardware and software programs and other office equipment necessary for program operation; procedures and record-keeping systems
- Use of correct English grammar, spelling, punctuation and vocabulary
- General principles of child development
- Interpersonal skills using tact, patience, and courtesy

Ability to –

- Work well and effectively with at-risk youth and/or students with special needs
- Conduct staff in-services
- Establish and maintain effective working relationships with the general public, coworkers, clients, and supervisors
- Maintain confidentiality and confidential information in accordance with legal standards and/or agency regulations
- Balance meeting contact hours and paperwork requirements
- Assess and prioritize client issues based on needs
- Establish clear boundaries in a diplomatic manner with clients and school personnel

- Perform job duties in a safe manner to ensure a safe working environment for oneself and others
- Participate in assigned scheduled district meetings, in-service trainings, conferences and other trainings as determined by the supervisors, including serving as an agency representative at assigned community meetings
- Perform assigned duties with a positive attitude and in the spirit of teamwork, collaboration and cooperation
- Communicate effectively both orally and in writing; work effectively with a variety of situations and people
- Prepare clinical documentation, assigned reports, work records, and statistical data in a timely manner
- Meet contractual obligations by billing a determined number of Medi-Cal or Healthy Families reimbursable hours
- Maintain possession of a valid California Driver License with appropriate insurance

PHYSICAL, MENTAL, AND SOCIAL REQUIREMENTS:

Employees in this position must have the ability to:

- Stand and sit for extended periods of time
- Stand, walk, stoop, twist, bend over, grasp, reach overhead, push, pull, and move, lift and/or carry up to 20 lbs. to waist height
- See and read printed matter with or without vision aids
- Hear and understand speech at normal levels
- Speak English so that others may understand at normal levels
- Concentrate on single or multiple tasks individually or in a group setting for up to two (2) hours at a time
- Learn and adapt to the use of a variety of equipment and machinery and follow both oral and written instructions to complete tasks
- Maintain regular attendance
- Work interdependently and convey an understanding and patient attitude toward staff, students, parents and members of the community
- Maintain the privacy of confidential information
- Must be able to work in an office-like setting with the ability to perform group and one on one counseling sessions

WORK ENVIRONMENT

The primary work location is a general office setting. Noise levels in this setting range from quiet to moderate. As necessary, the employee may meet in residential settings with students and their parent(s)/guardian(s). The assignment will also require occasional travel to conferences, workshops, and professional symposia outside the school district boundaries and may require overnight lodging and work in a hotel/conference complex.

Board Approval: May 17, 2021

Formal Review: May 11, 2021

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed