



Excellence for all.

Job Title: Associate Clinician

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under the direction of a principal and/or assigned designee and the supervising clinician, perform a variety of duties related to providing essential mental health services, including ongoing individual and group counseling, diagnostic assessments, treatment planning, and case management. These professionals collaborate with multidisciplinary teams to address clients' mental health needs, ensuring continuity of care within the school environment and providing direct individual and group counseling to students with individualized education plans (IEPs).

Distinguishing Characteristics:

The Associate Clinician is the entry-level role, working under clinical supervision to provide social-emotional services and implement interventions in school and/or home settings.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Conduct clinical intake assessments and prepare diagnostic evaluations, including gathering personal, social, emotional, and substance use histories.
- Collaborate with multidisciplinary teams (e.g., IEP teams), families, and students to develop, implement, and evaluate goal-oriented treatment plans and provide case management.
- Provide individual, group, and family therapy to support emotional and behavioral development and improve interpersonal and academic functioning.
- Respond to crises by intervening when students exhibit acute psychiatric symptoms that may pose a danger to themselves or others.
- Implement safe and appropriate proactive and responsive techniques in compliance with district policies and training to protect the safety and well-being of students and staff when required.
- Offer outreach to community resources and supports families in navigating and applying for public assistance programs, such as Medi-Cal.
- Consult with school personnel regarding students' mental health histories, treatment plans, and available community resources.
- Collaborate with outside agencies and providers to coordinate care for students
- Prepare documentation, including progress notes, treatment plans, and related correspondence
- Work closely with health care, social service agencies, and community organizations to support the child and family.
- Perform billing procedures for mental health services, including accurately completing Medi-Cal documentation, utilizing claims systems, applying appropriate service coding, and maintaining precise records of billable hours.
- Participate in professional development and training related to clinical practices, cultural competency, compliance, co-occurring disorders and substance abuse.
- Drive to various locations as needed to perform job duties and support students' emotional and behavioral well-being.
- Maintain electronic health records to support electronic billing.

Other Duties:

- Perform other duties as assigned that support the overall objective of the position
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience and courtesy.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Analyze situations accurately and adopt effective courses of action.
- Protect confidentiality and maintain security of sensitive information.
- Maintain accurate records.
- Manage time efficiently and meet the required deadlines.

Education/Experience: Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above and successful completion of the Merit examination process is required. Typically, this would be gained through the following education:

- Master's degree from an accredited institution approved by the California Department of Consumer Affairs, Board of Behavioral Sciences in Marriage and Family Counseling, Counseling Psychology, Educational Psychology, Clinical Psychology, Social Work with a clinical emphasis, or a closely related field.

AND

- Must be either be currently registered with the California Board of Behavioral Sciences (BBS) within the last six (6) years as a: (At least one of the listed below) * Associate Marriage and Family Therapist;* Associate Clinical Social Worker; OR* Associate Professional Clinical Counselor.

Licenses and other requirements:**REQUIREMENTS**

- Candidates must have at the time of hire and maintain a current California Board of Behavioral Sciences registration number as a condition of continued employment.- Incumbents must obtain a LMFT (Licensed Marriage and Family Therapist) license, LCSW (Licensed Clinical Social Worker) license or LPCC (Licensed Professional Clinical Counselor) license with the California BBS within six (6) years of initial registration as an Associate Marriage Family Therapist, Associate Clinical Social Worker or Associate Professional Clinical Counselor as a condition of continued employment
- Positions may require working experience with children, adults, or older adults, and/or related service types.
- Some positions may require some evening hours and weekend coverage.
- Must possess a California driver's license and remain insurable under the District's vehicle driver's insurance policy at the standard rate or have an alternate reliable method of transportation for travel between district sites.
- Valid First Aid and CPR certification
- Spanish-English bilingual skills desired
- Some positions may require some evening hours and weekend coverage.

Working Conditions:

Environment: Office, classroom and intermittent home settings or outdoor environments. Driving a vehicle to conduct work. May have flexibility in hours as directed to meet the needs of students/families.

Physical Demands:

- Mostly seated work with frequent opportunities for movement.
- Occasionally lift, carry, push, pull, or move objects up to 15 pounds.

- Must be physically capable of safely performing physical restraint techniques on students when necessary, following district policies and training to ensure the safety of all individuals involved.
- Continuous use of manual dexterity to operate office equipment.
- Hear normal conversation.

Hazards: Exposure to physical activities, potential physical hazards involved in intervening in fights and temperature extremes.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

This position may require home visits with little control over environmental factors which may contain a number of safety and health hazards.

Salary Range: 141

Approved by the Personnel Commission: June 25, 2025