

MENTAL HEALTH COUNSELING SPECIALIST

JOB SUMMARY

Under general supervision, coordinates and provides professional mental health services including individual, group and family therapy, clinical assessments and consultative services to students, parents and District personnel in both the homes of students and at school sites.

DISTINGUISHING CHARACTERISTICS

This classification differs from other classifications in that the incumbent coordinates and provides professional mental health services to students, parents and District personnel.

SUPERVISION RECEIVED AND EXERCISED

The Mental Health Coordinator provides general supervision, whereas the Director of Student Support Services provides general direction, to the incumbent in this classification. This classification does not directly supervise other personnel.

EXAMPLES OF DUTIES- Duties may include, but are not limited to, the following:

- Provides initial and ongoing clinical assessment, counseling, monitoring and evaluation of students and their mental health;
- Develops, implements and modifies clinical treatment plans based on the progress and needs of students;
- Conducts clinical interviews, observations and surveys to gather information, and to assess and determine student needs and progress;
- Prepares and maintains required treatment records, correspondences, documents and reports such as charting observed behaviors, Individualized Education Program (IEP) progress reports, incident reports, referral forms and other data;
- Counsels students, both individually and in-group sessions, to assist in the development of skills and strategies to address social emotional and behavioral needs;
- Provides individual, group and family therapy as it relates to the education of students;
- Creates, develops, plans and provides parent training and classes, and family counseling at school sites or in homes, to assist students with a range of psychological, emotional and behavioral problems, and as it relates to mental health services;
- Participates in the development of behavior support plans such as Positive Behavior Interventions and Support (PBIS);
- Assists the Mental Health Coordinator in clinical supervision and work activities (e.g., reviewing cases with staff, providing feedback and suggestions, modifying treatment plans, monitoring behavioral plans);
- Participates in IEP and student intervention team meetings, and contributes to goal setting and planning for students;
- Gathers information about community mental health resources and needs to refer students and/or family members to community resources or specialists;
- Obtains and utilizes resources to sustain student involvement with necessary programs and treatment plans by working closely with teachers and/or Case Managers;
- Participates in the coordination of mental health services for students in emergency/crisis situations;
- Meets and confers with families and other stakeholders in order to exchange necessary information related to mental health services and treatment plans;
- Plans, develops and conducts in-service trainings and mental health service-related workshops and courses, and provides technical assistance to staff;

- Prepares and conducts workshops and courses related to mental health issues;
- Communicates and collaborates with District personnel and family members as a means to effectively support students and strategies, both in-home and school setting, to optimize the overall program and progress of students;
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education: A Master's or Doctoral degree in Marriage and Family Therapy (MFT), Clinical Social Worker (LCSW), Professional Clinical Counselor (LPCC), Clinical Psychologist (LCP) or a field closely 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.

Experience: Two years of professional experience in providing therapeutic mental health services to children and/or adolescents in a school and/or clinical setting, is required. Nine (9) months of providing therapeutic mental health services in a school setting experience is required.

Knowledge of:

- Principles, practices and techniques related to mental health counseling for school-aged children and adolescents;
- Effective and current assessments, diagnoses and treatments for school-aged children and adolescents;
- Social and emotional development of school-aged children and adolescents;
- Applicable federal, state, local laws, regulations, policies, procedures and codes as it relates to providing mental health services to school-aged children and adolescents;
- California and Federal regulations for behavior interventions for Special Education students;
- Curriculum and instruction programs proven to be beneficial to students with special learning or social emotional needs and their relationship to learning;
- Principles, practices, philosophies and techniques related to behavior intervention (e.g., Positive Behavior Interventions and Support (PBIS)) and crisis management and intervention;
- Individualized Education Program (IEP) processes and related laws and regulations;
- Special education eligibility criteria and therapeutic research-based interventions;
- Individual and group counseling techniques;
- Formal English grammar, spelling, punctuation and word usage;
- Principles, regulations and rules of workplace safety;
- Principles, practices and techniques of researching, report writing and record keeping;
- Applicable computer software applications and programs including Microsoft Office Suite.

Ability to:

- Keep up-to-date, interpret, apply and adhere to applicable federal, state, and local laws, regulations, policies, procedures, standards and codes as it relates to providing mental health services;
- Effectively serve as a mental health consultant to students, families and support staff, both individually and within groups;
- Encourage students to express their feelings, discuss what is currently happening, has already happened, and is anticipated to happen in their lives, and help them to develop insight into themselves and their relationships;
- Guide students in the development of skills and strategies for dealing with their problems;
- Maintain confidentiality of student records related to mental health services and treatment;
- Effectively manage multiple cases in order to meet deadlines;
- Accurately assess student needs and understand the influence of environment on their needs;
- Compose and prepare written reports, presentations and materials related to mental health

- services;
- Prepare and maintain accurate information and data;
 - Effectively utilize crisis intervention and management as needed;
 - Understand and apply the student's Behavior Intervention Plan;
 - Effectively build rapport and promote open communication with students and parents;
 - Facilitate discussions among stakeholders;
 - Effectively handle and resolve conflicts that may arise;
 - Effectively manage and adjust to change;
 - Collect and analyze data in a variety of settings and ways;
 - Exercise discretion and judgment in choosing ethical and appropriate courses of action;
 - Define issues, analyze problems and situations, evaluate alternatives and arrive at sound solutions;
 - Accurately attend to detailed work;
 - Establish and maintain cooperative, working relationships with others;
 - Take initiative;
 - Effectively prioritize, handle and respond to stress and changes at work as well as to competing and/or difficult situations as they arise;
 - Effectively work in a team environment;
 - Anticipate the needs of customers and provide excellent customer service;
 - Communicate clearly and effectively, both orally and in writing;
 - Operate a variety of office equipment and utilize various computer software applications and programs for database management, the preparation of correspondence and reports, etc.;
 - Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

License:

- A License with the California Board of Behavioral Sciences (BBS) or a Clinical Psychology License through the California Board of Psychology is required.

Special information:

- Possession of a valid Class C California Driver's License and the ability to travel between job sites and different work locations (e.g., student homes) is required.

PHYSICAL STANDARDS

The work environment and physical demands of the position as described below are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of this position.

Work environment: The incumbent works in both an office and classroom environment. The incumbent is in direct contact with school-aged children, adults and the public through telephone, electronic mail and in-person. The incumbent is required to effectively manage constant interruptions and crisis situations while managing a high volume of work. Negative interactions resulting from these contacts can result in stressful situations. The incumbent may be at a higher level of exposure to infection from students. The noise level in the work environment is usually moderate.

Physical environment: Primary functions of the position require sufficient physical ability and mobility to work in an office or classroom environment as follows: to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull objects up to 20 pounds without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a

computer keyboard; to see within normal visual range and hear within normal audio range with or without correction; to verbally communicate in order to exchange information with others. Regular physical attendance at work is an essential requirement of this job classification.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals in this job perform additional duties and additional duties may be assigned.

Mental Health Counseling Specialist Personnel Action	Personnel Action Date
Approved By the Personnel Commission:	11/13/2017
Revised By the Personnel Commission:	06/23/2025