

MENTAL HEALTH ASSOCIATE

JOB SUMMARY

Under clinical supervision of a Licensed Therapist, participates in the delivery of mental health services to students and participates in providing consultative services to District personnel in support of the mental health needs of students in special education programs.

DISTINGUISHING CHARACTERISTICS

This position is not intended to confer regular employment status. It is designed to provide professional opportunity for recent graduates to apply their knowledge in the field of mental health, and earn supervised post-degree hours to fulfill their mental health licensing requirements.

SUPERVISION RECEIVED AND EXERCISED

A licensed Therapist provides clinical supervision to a job incumbent, while the Director, Student Support Services provides administrative supervision to the Registered Associate: Marriage and Family Therapist or Professional Clinical Counselor or Clinical Social Worker. Job incumbents do not supervise others.

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

- Prepares and maintains required treatment records and reports;
- Counsels students, individually and in-group sessions, to assist in the development of skills and strategies to address social emotional and behavioral needs;
- Collects and assesses information about students using interviews, observation, surveys in collaboration with District staff;
- Participates in the coordination of mental health services for students in emergency/crisis situations;
- Develops, implements, and modifies treatment plans based on students' needs and progress;
- Meets and confers with families and other involved parties in order to exchange necessary information during the treatment process;
- Gathers information about community mental health needs and resources that could be used in conjunction with therapy;
- Prepares and conducts workshops and courses related to mental health issues;
- Participates in and contributes to goal setting and planning for students during various meetings and discussions (e.g., IEP meetings and round table discussions);
- Communicates and collaborates with District personnel and family members as a means of effectively supporting students and strategies, both in-home and school setting, to optimize the overall program and progress of the student;
- Refers students or family members to community resources or specialists as necessary;
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

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.
- An incumbent's classification title will be determined based on the incumbent's educational degree.

Experience: One year of experience providing therapeutic services in schools or clinics is preferred.

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;
- Applicable federal, state, local laws, regulations, policies, procedures and codes as it relates to providing mental health services to school-aged children and adolescents;
- Principles, techniques and practices of researching, report writing and record keeping;
- Social and emotional development of school-aged children and adolescents;
- Formal English grammar, spelling, punctuation and word usage;
- Principles, regulations and rules of workplace safety;
- 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;
- 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; m
- 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 build rapport and promote open communication with students and parents;
- Effectively handle and resolve conflicts that may arise;
- Effectively manage and adjust to change;
- Exercise discretion and judgment in choosing ethical and appropriate courses of action;
- 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:

- Registration with the California Board of Behavioral Sciences (BBS) 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 are representative of those that must be met by an incumbent to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical standards are generic in nature.

Work environment: The incumbent works in both an office and school 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 frequent 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 have a higher level of exposure to infection from students. The noise level in the work environment is usually loud.

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 25 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.

Mental Health Associate Personnel Action	Personnel Action Date
Adopted by the Personnel Commission:	07/30/2014
Revised by the Personnel Commission:	05/18/2015
Revised by the Personnel Commission:	12/11/2018
Revised by the Personnel Commission:	06/23/2025