

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

STUDENT SUPPORT MENTAL HEALTH COUNSELOR

DEFINITION:

Under supervision of the Director/Coordinator of assigned program or designee, the Student Support Mental Health Counselor provides services to meet students' social, emotional, academic and college career developmental needs to further promote their successful completion of an academic program, and performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Director/Coordinator of Assigned Program or Designee

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes, implements, coordinates, and monitors educational support services for various children and youth provided in school and through county-wide programs.
- Promotes student mental health and wellness at District and County sites.
- Provides students with additional information and training in mental health, how to access services for self and others.
- Travel to District and County sites to provide one-on-one and small group counseling to students at district and county sites.
- Assists student in adjusting to school and community life.
- Provides trauma informed care for students, staff, and community, through appropriate on-site and off-site workshops and trainings that aides in their overall success.
- Implements and analyzes various assessment tools to address the needs of students, staff, and community.
- Administers surveys and needs assessments for students, staff, and community to analyze program success.
- Collects and reports data for grant writing and funding opportunities.
- Establishes and maintains collaborative relationships and services as a liaison to schools, districts, county offices of education, local and state agencies, and organizations addressing the needs of youth.
- May operate a County vehicle.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Bachelor's degree in social work, clinical/school psychology, child development, counseling or related field is required.
- Master's degree in a job-related area is preferred.
- Three years of experience working with children, families, or child-care providers. License or credential in one of the following fields of school counseling, school psychology, education specialist, Marriage, Family & Child Counselor, Clinical Social Worker, and Educational Psychologist is preferred.

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Knowledge of:

- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Public education system, juvenile justice system, special education, and mental health services.
- Youth development concepts and foster youth services system.
- Grant writing and grant management.
- Relevant State and Federal laws, regulation and procedures including those related to public education, juvenile justice system, special education, and mental health services.
- Positive behavior management interventions.
- Multiple counseling approaches that promote healthy development of children, youth, and adults.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Acts as a liaison between students, teachers, and administration.
- Understands the impact and importance of trauma informed care, substance abuse, relationships, adolescent development, and group process.
- Conduct behavior assessments or plans and writing positive behavior plans.
- Make presentations to adolescents and adults.
- Understand and apply pertinent federal, state and local laws, codes and regulations including administrative and department policies and procedures.
- Establish and maintain positive relationships with staff, children, youth, families, and volunteers.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds, and physical and learning disabilities of staff, students, and the community.

Physical Requirements:

- Bending at the waist, sitting on the floor, kneeling or crouching; climbing or balancing on a stepstool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons to lift 50 pounds

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or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings. This is an itinerant position and employees must be self-sufficient with regards to travel between school sites to provide services.

Licenses and Certificate:

- Valid California C Driver's License.
- If operating personal vehicle, proof of automobile liability insurance.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: L

Approval Date: August 15, 2025