Job Description

Marin County Office of Education

Mental Health Counseling Specialist - Licensed

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:
At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Mental Health Counseling Specialist - Licensed is done for the purpose/s of providing mental health services to assist in meeting the social, emotional, behavioral, and educational needs of students in Marin County public schools; providing direct counseling services to students whose social-emotional, behavioral, and/or mental health needs impact the student's ability to access their education; providing consultative/collaborative support to teachers, administrators, and parents at multiple sites; coordinating and leading small group counseling sessions; facilitating parent/caregiver educational conferences; providing crisis intervention support; working effectively with all segments of the education community; providing all counseling and consultative services in a culturally, ethnically, racially, and linguistically informed and sensitive manner; and, providing clinical supervision, counsel, and acting as a resource to eligible trainees and associates.

This Job reports to Assigned Supervisor

Essential Functions

- Acts as a liaison between public/private agencies and county programs for the purpose of developing and maintaining knowledge of referral sources and local support providers.
- Collaborates with students and/or parents, teachers, other personnel, and/or other professionals for the purpose of providing consultative/collaborative support to teachers, administrators, and parents in support of the mental health and behavioral skill development of students.
- Coordinates and leads small group counseling sessions on a variety of topics related to students successfully accessing their education for the purpose of providing students opportunities to collaborate with peers in developing self-management skills in a safe, supportive setting.
- Develops and maintains knowledge of referral sources and local support providers for the purpose of identifying and utilizing appropriate resources to support student and family needs.
- Facilitates parent/caregiver educational conferences on a variety of mental health related topics for the purpose of empowering parents/caregivers to support their student's academic, behavioral, and mental health.
- Maintains records and files (e.g. recording service data in Local Educational Agency's (LEA) software systems, updating files, etc.) for the purpose of documenting eligible delivered services reimbursable by Medi-Cal or commercial insurance plans, meeting grant reporting requirements, providing current reference, and complying with regulatory requirements, applicable laws, and MCOE policies and established guidelines.
- Participates in meetings, committees, workshops, and seminars as assigned (e.g. Multi-Tiered System of Support (MTSS), Coordination of Services Team (COST), Section 504, Individual Education Program (IEP), etc.) for the purpose of providing data-informed updates on IEP goals; collaborative educational supports to students; and, conveying and/or gathering information required to perform functions.

- Provides identified counseling services (e.g. type, frequency, duration, etc.) for the purpose of providing support to students identified and referred through general education referral procedures or providing support in adherence to specific students' Individual Education Plan (IEP).

- Provides crisis intervention support (e.g. suicide risk assessments, threat assessments, etc.) for the purpose of reducing risks and providing additional supports and services as needed.

- Provides clinical supervision, counsel, and acts as a resource to eligible trainees and associates (e.g. interns, practicum students, etc.) for the purpose of monitoring performance; providing for professional growth; achieving overall objectives of MCOE; and meeting requirements established by the California Board of Behavioral Sciences.

- Works effectively with all segments of the education community (e.g. the public, diverse cultural populations, individuals, etc.) for the purpose of providing all counseling and consultative services in a culturally, ethnically, racially, and linguistically informed and sensitive manner; and, establishing and maintaining collaborative relationships in support of the Marin County Office of Education's goals.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including pertinent computer software; listening, remaining calm and reassuring in a variety of situations; communicating effectively verbally and in written word; demonstrating tact, diplomacy, and sensitivity; coaching instructional staff and families; assessing and utilizing data; working effectively in the education community, with the public, and with diverse populations; adhering to protocols supporting all students; and, preparing and maintaining accurate, secure records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: psychology and education principles; social emotional and mental health services; counseling techniques; trauma-informed counseling practices; evidence-based interventions; de-escalation techniques; harm reduction and substance use prevention interventions; and, pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: independent problem solving and action planning; understanding human behaviors; establishing and building trust; communicating with compassion and empathy; adapting to changing work priorities; demonstrating cross-cultural knowledge, competence, and respect; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; collaborating with staff and families; working with detailed information/data; working with minimal supervision; working with frequent interruptions; and, developing and maintaining effective working relationships.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is desired in social work, counseling, or closely related field; working with students in grades K-12 in a public school setting; in addition, prefer a minimum of 2 years' experience post-licensure and continuing education requirements to meet oversight of interns/associates clinical supervision responsibilities.

Education: Masters degree in job-related area with an emphasis in Counseling Psychology, Professional Clinical Counseling, Marriage and Family Therapy, or Social Work.

Required Testing

None Specified

Certificates and Licenses

Current Valid California Board of Behavioral Sciences (BBS) issued license (LMFT, LCSW, or LPCC)
Hold a National Provider Identifier Number (NPI) or acquire within designated time frame
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Maintains Certificates and/or Licenses
Mandated Reporter Training Certificate

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date