

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Clinical Supervisor Mental Health Intern Program

GENERAL PURPOSE

Under the general direction of the Director of Health, Social-Emotional Learning, and Collaborative Services, supervises and trains graduate level mental health interns and clinical therapists for the District behavioral health program. This position also evaluates and formulates department priorities and recommends strategies for effective program operation. OMSD is a learning organization therefore all stakeholders share responsibility to educate all students and employ culturally appropriate and sustaining practices that support student learning.

DISTINGUISHING CHARACTERISTICS

The Mental Health Intern Program Clinical Supervisor works collaboratively with the leadership team, school district, and community to deliver high quality mental health services. The Clinical Supervisor is responsible for the supervision and training of graduate level mental health interns and clinical therapists who provide mental health services to at risk children from Preschool - 8th grade. The Clinical Supervisor also provides behavioral health services to district students referred for assessment and assistance with the goal of facilitating and promoting appropriate behavioral health and personal health. The Clinical Supervisor identifies the behavioral health needs of students and develops therapy goals and objectives for implementation through an individual therapy plan. The Clinical Supervisor reviews and supervises graduate level interns and clinical therapists to ensure that therapy plans for students are appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Provides administration of the operation of Prevention, Early Intervention, and Mental Health services to all district schools. Develops, implements and monitors plans to achieve therapy goals and objectives; participates in developing, implementing and evaluating programs, plans, processes, systems and procedures to achieve District goals.
2. Uses interpersonal and communication skills, knowledge and strategy sharing between team members to provide a high performance, customer service-oriented work environment, which supports achieving District and site objectives and service expectations; utilizes clinical consultation and collaboration with the interdisciplinary leadership team.
3. Works in collaboration with universities in recruiting graduate level mental health interns and collaborates with field liaison throughout the year.
4. Supervises and trains graduate level mental health interns and clinical therapists. Provides individual and group clinical supervision weekly. Monitors and evaluates graduate level mental

health intern and clinical therapist assessments, therapeutic goals, treatment plans, and progress notes for clients. Designs and implements client satisfaction feedback systems.

5. Participates in case management and mental health triage process to ensure proper assignment of referrals; maintains log of incoming referrals, case openings and closings and case dispositions.
6. Facilitates 24 hour/7 days a week crisis response coverage.
7. Identifies and provides appropriate training to school staff, parents, and other community partners.

QUALIFICATIONS

Knowledge of:

1. Theory, principles and practices of behavioral health, play therapy, and clinical social work, including telehealth service delivery.
2. Principles, practices, methods and protocols for interdisciplinary case management.
3. Federal, state and local laws, regulations and codes regarding standards of practice for behavioral health and case management.
4. Methods and techniques for assessing child and family behavioral health issues and family case management needs.
5. Community resources and services applicable to carrying out assigned case management and social services responsibilities.
6. Child, adolescent or developmental psychology and group dynamic theories and practices.
7. Technology to the office (Office suite, Google applications, electronic health records, telehealth, etc.)

Ability:

1. Plan and coordinate the operations of a District and community-based Family Resource Center.
2. To train and supervise staff and interns.
3. Assess eligibility for participation in therapy or case management programs.
4. Obtain sensitive and confidential information.
5. Interact effectively with parents and children of diverse backgrounds and experiences.
6. Counsel people on difficult, sensitive and confidential matters often involving issues that are emotionally upsetting.
7. Establish and maintain case records, files, reports and other materials.
8. Communicate effectively orally and in writing.
9. Work effectively in a multi-ethnic setting.

EDUCATION, TRAINING AND EXPERIENCE

A Master's degree in social work and three years of therapy experience as an LCSW working with a community service or social work organization involving at-risk children and families, preferably in a supervisory role. Two years' experience providing clinical supervision.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

Licensed Clinical Social Worker (LCSW) by California Board of Behavioral Sciences. Preferred

Bilingual/Spanish.

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this class, an employee is regularly required to sit, talk, and hear during in-person and virtual meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus.

MENTAL DEMANDS

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with administrators, staff, families, students, representatives of other public and private agencies and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions and the noise level is usually moderate.

Board Approved: June 3, 2021