

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: MENTAL HEALTH CLINICIAN

Classification:	Certificated	Work Year:	192 Days
Department:	District Office	Board Approval:	4/6/2017
Reports To:	Director of Special Education		
Salary Range:	Psychologist Salary Schedule		

BASIC FUNCTION:

The job of Mental Health Clinician is done for the purpose/s of providing individual and group counseling, crisis intervention, and consultation/outreach with the goal of facilitating and promoting appropriate behavioral health to District students in general and special education programs, including but not limited to students receiving Educationally Related Mental Health Services (ERMHS). Mental Health Clinicians also consult with teachers, administrators, specialists, parents, agency and district personnel.

REPRESENTATIVE DUTIES:

- Lead individual and group counseling sessions for students for the purpose of providing Educationally Related Mental Health Services.
- Assist parents for the purpose of helping them understand the special needs of their child and provide them with information about child development.
- Confer with school personnel, parents and outside agencies regarding the content of psychological reports and recommendations therein for the purpose of providing appropriate educational services for students.
- Participate in student Individualized Education Plan (IEP) meetings for the purpose of reporting progress on goals and participating in the development of new goals in conjunction with the school psychologist.
- Provide counseling services for parents for the purpose of supporting them with the educational programs for their student.
- Recommend educational interventions, behavior management plans, transition plans and counseling/mental health plans for the purpose of supporting the implementation of student's Individual Education Plan (IEP).
- Serve as a consultant to special education teachers, regular education teachers and administrators for the purpose of supporting the implementation of school wide intervention and prevention programs.
- Serve as a member of Individual Education Plan (IEP) teams for the purpose of developing appropriate goals, placement recommendations and positive behavior intervention strategies.
- Support other school based mental health professionals through clinical supervision and consultation (e.g. school psychologists, mental health counselors, school counselors, mental health/counseling interns, other appropriate personnel, etc.) for the purpose of supporting them in their professional growth and the completion of their job functions.
- Understand and implement current federal laws, state laws, education code and board policies for the purpose of ensuring legal and procedural compliance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic math, including calculations using fractions, percents, and/or ratios;
- Specific age appropriate activities/behaviors;

- Educational codes/laws/rules/regulations/policies;
- Current and emerging technology;
- Modern office methods, procedures, and practices;
- Proper English usage, grammar, punctuation, and spelling

ABILITY TO:

- Read technical information, compose a variety of documents, and/or facilitate group discussions;
- Analyze situations to define issues and draw conclusions;
- Schedule a number of activities, meetings, and/or events;
- Routinely gather, collate, and/or classify data;
- Independently work with others in a wide variety of circumstances;
- Analyze data utilizing defined but different processes;
- Work with a significant diversity of individuals and/or groups;
- Work with data of varied types and/or purposes; and utilize job-related equipment;
- Independently problem solve, to analyze issues and create action plans;
- Problem solve and analyze data to meet organizational objectives;
- Adapt to changing work priorities;
- Be attentive to detail;
- Communicate with diverse groups;
- Display tact and courtesy;
- Establish and maintain effective working relationships;
- Maintain confidentiality;
- Meet deadlines and schedules;
- Work as part of a team;
- Work with detailed information/data;
- Follow guidelines related to the provisions of Educationally Related Mental Health services;
- Work with children as a mental health clinician in a public education setting;
- Operate standard office equipment/machines such as calculator, copy machine, computer;
- Word process accurately and efficiently;
- Perform routine arithmetical calculations;
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner;
- Communicate effectively in oral and written form;
- Work under limited supervision following standardized practices and/or methods;
- Direct other persons within a small work unit;

EDUCATION AND EXPERIENCE:

- Job related experience with increasing levels of responsibility is desired.
- Masters Degree from an accredited college or university.

LICENSES AND OTHER REQUIREMENTS:

- Valid Driver's License
- Pupil Personnel Services Credential
- Valid Board of Behavioral Sciences License in one or more of the following:
 - o Educational Psychologist or
 - o Marriage and Family Therapist /Intern or
 - o Clinical Social Worker or
 - o Psychologist or
 - o Professional Clinical Counselor
- Fingerprint/Background Clearance
- TB Clearance

WORKING CONDITIONS:**ENVIRONMENT:**

- Normally located in a work environment with light physical qualifications and requirements;

PHYSICAL ABILITIES:

- Ability to lift 25 lbs. max or carry object weighing up to 15 lbs.
- Sufficient vision to read printed material.
- Sufficient hearing to conduct in person and telephone conversations.
- Understandable voice with sufficient volume and clarity to be heard in normal conversations.
- Sufficient dexterity, to write, use telephone, office, and media equipment.
- Sufficient mobility to move about the District and drive a car.
- Physical, mental, and emotional stamina to endure workload under sometimes stressful conditions.