

## **COLUSA COUNTY OFFICE OF EDUCATION**

**CATEGORY: PROGRAM SUPPORT**

**CLASSIFICATION: CERTIFICATED**

**JOB TITLE: MENTAL HEALTH CLINICIAN**

### **BASIC FUNCTIONS:**

Under the direction of the Assistant Superintendent/SELPA Director, provide mental health services including individual and group counseling, consultation, mental health evaluations, services and case management for individuals and families who require Educationally Related Mental Health Services (ERMHS) and/or other intensive counseling services as determined by the student's IEP. This employee may supervise and evaluate interns and/or other mental health staff. Assist in developing appropriate IEP goals. The Mental Health Clinician will participate in IEP meetings, collaborate with staff on appropriate behavior supports for students, and provide in-service and on-site training to staff on trauma informed care and other mental health topics.

### **REPRESENTATIVE DUTIES:**

Provide direct mental health counseling services including oversight and case management for students referred through the IEP process. **E**

Collaborate with school student IEP teams in support of students in the Colusa County SELPA and other contracted educational settings. **E**

Provide consultative support to teachers and administrators regarding students with mental health and/or behavioral issues. **E**

Support school psychologists and behaviorist with assessments, conduct appropriate assessments when necessary, and analyze other related needs to determine if students are eligible for ERMHS and the level of service needed. **E**

Participate in Individual Education Plan (IEP) meetings, reporting findings related to student's unique needs, identifying goals and objectives, completing necessary IEP paperwork, updating the IEP team on progress and providing recommendations to team for services. **E**

Act as liaison between clients, families, school personnel and community mental health agencies. **E**

Monitor student progress through classroom observations, formal and informal evaluations, and conferences with school personnel and parents. **E**

Perform crisis and mental health emergency threat assessment (i.e. self-harm, suicide, etc.) as an active member of a mental health team. **E**

Prepare and maintain a variety of confidential records and reports on referred students in accordance with legal and professional requirements; develop and provide in-service training for staff development. **E**

Train and supervise counseling program interns and other CCOE SELPA interns upon request. **E**

Meet regularly with district and county staff to support strategic planning relating to student safety, health, wellness, behavioral challenges, and social emotional goals. **E**

Plan and conduct parent education/training workshops for families relating to mental health needs; seek out community mental health resources for students and families. **E**

Maintain and track documentation of mental health support services and case service/treatment counseling records and complete and submit a variety of forms, evaluations and program reports. **E**

Participate and chair county/district level mental health planning meetings through supporting agendas and planning for effective service delivery models centered on evidence based practices. **E**

Plan and conduct CCEIS training on trauma informed care, Tier 1 & 2 interventions, and restorative practices. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Rules and regulations applicable to providing mental health services in public schools  
Psychotherapy principles and practices including treatment of individuals, families and groups, community agencies and referral resources  
Recognize symptoms and behaviors of mental illnesses  
Understand and applied basic social rehabilitation, socialization, and practical life management skills  
Demonstrates mastery of the principles and methods of interviewing, socio-emotional counseling, crisis intervention and assessing psychosocial behaviors.  
Working knowledge of Diagnostic and Statistical Manual of Mental Disorders (DSM) Criteria  
High degree of interpersonal skills, courtesy, tact and confidentiality  
Proven ability to handle emotional and/or hostile interactions in a calm and professional manner

**ABILITY TO:**

Demonstrate the ability to assess and intervene in a crisis situation  
Analyze data using defined process  
Communicate effectively both orally and in writing  
Read, interpret, apply and explain rules, regulations, policies and procedures  
Establish and maintain cooperative and effective working relationships with others  
Analyze situations accurately and adopt an effective course of action  
Meet schedules and time lines  
Plan and organize work  
Work independently with little direction  
Prepare comprehensive narrative and statistical reports  
Make presentations to various audiences  
Coordinate with school districts, state/local agencies, and county office  
Direct the maintenance of a variety of reports and files related to Special Education programs  
Lift and carry objects weighing up to 25 pounds  
Operate a variety of office equipment to perform assigned duties  
Operate a computer to complete reports and maintain data  
Operate a vehicle to conduct work

**EDUCATION AND EXPERIENCE:**

To work within the scope of either a Licensed Marriage and Family Therapist (MFT) or Licensed Clinical Social Worker (LCSW) and Pupil Personnel Services (PPS) credential, or a PPS credential only in School Psychology or School Social Work. Three years of experience working in an agency

contracted with school districts for delivery of intensive mental health services and work history indicating supervision of MFT interns.

**LICENSES AND OTHER REQUIREMENTS:**

Pupil Personnel Services credential, valid Marriage and Family Therapy or Clinical Social Worker license in the State of California  
Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office  
Constant interruptions  
Multiple schools and office sites

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations  
Hearing and speaking to exchange information in person or on the telephone  
Seeing to read and prepare a variety of document and reports  
Analyze situations accurately and adopt an effective course of action  
Sitting or standing for extended periods of time  
Dexterity of hands and fingers to operate a computer keyboard and standard office equipment  
Reaching overhead, above the shoulders and horizontally to retrieve and store materials  
Bending at waist, kneeling and squatting  
Lifting, pushing, pulling and carrying objects weighing up to 25 pounds  
Driving a vehicle to conduct work

**HAZARDS:**

Potential for contact with blood-borne pathogens and communicable diseases  
Potential for confrontation with dissatisfied persons

**Employee Group:** Certificated - ECCOE

**FLSA Status:** Exempt

**Salary Schedule:** 121

**Approval Date:** December 2020