

NORTH MONTEREY COUNTY UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position Title:	Mental Health Licensed Therapist
Salary:	Mental Health Licensed Therapist hourly rate
Reports to:	Superintendent or designee
Calendar:	195 days - 8 hours/day

SUMMARY:

Under the direction of the Superintendent or designee, provide direct mental health services in a Multi-Tiered System of Support model. Services include mental health assessment, counseling, consultation, mental health evaluations, treatment and collateral case management; perform individual and group counseling therapy for students; serve as a resource to school site principals, service providers, students, parents and staff as assigned.

PRIMARY RESPONSIBILITIES

- Provide direct mental health services including counseling, consultation, mental health evaluations, treatment, mental health assessments and collateral case management for students, parents, and families;
- Provide clinical assessments, diagnosis and propose treatment plans for student with emotional or behaviors needs;
- Conduct clinical interviews to gather information, determine the appropriate need, and develop diagnostic information;
- Conduct Risk of Harm to self and/or others assessments;
- Facilitate conflict resolution groups and special topic groups among students identified as being in need of support such as social skills, anxiety, depression, substance use, anger management, grief/divorce, etc.;
- Facilitate parent conferences for the purpose of informing concerned parents about the warning signs of mental illness among youth and assisting in the support of their student's academic, behavioral, and mental health goals;
- Participate as a member of a Multi-Tiered System of Support Team and follow up on mental health services and supports;
- Serve as a resource to school site principals as assigned and discuss the treatment progress of assigned students and implementation strategies;
- Act as a resource to teachers, parents and others in area of expertise;
- Prepare reports and correspondence as directed;
- Maintain a variety of documentation, such as clinical notes, behavior/emotional progress, treatment goals progress reports, referral forms and other data;
- Maintain confidentiality of records relating to students;
- Complete paperwork to support mental health billing in a timely manner;
- Attend and participate in meetings, conferences, seminars and professional development trainings;
- Plan and conduct in-service mental health trainings for non-mental health trained staff; and
- Conduct and facilitate mental health education trainings for students in a classroom setting.

QUALIFICATIONS

CA Licensure:

- The individual must possess and maintain a valid State of California license as a Licensed Professional Clinical Counselor, Marriage and Family Therapist or Licensed Clinical Social Worker issued by the Board of Behavioral Sciences.
- Pursuant to Chapter 16 of Division 2 of the Business and Professions Code, the issued license confers upon the holder all of the rights and privileges under said Chapter, including the right to engage in the business, advertise to the public, and use the title of Licensed Professional Clinical Counselor, Marriage and Family Therapist or Licensed Clinical Social Worker.

Additional Licenses and Certificates:

- Possession of a valid Class C California driver's license (as appropriate to the assignment). Provide a reliable automobile and travel to various locations within the District and County

Education:

- A master's degree from an accredited institution, which is *counseling or psychotherapy in content*, includes at least 6 semester-units of supervised practicum or fieldwork study, and contains at least 3 semester-units of coursework in the nine required core content areas.

DESIRABLE QUALIFICATIONS:

- Ability to work with a diverse student population
- Bilingual in Spanish

Ability to:

- Accept individual differences in students and parents. Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Language and cultural competency to effectively communicate with students and parents.
- Facilitate therapy sessions and other meetings in a professional manner that supports students, parents and staff, as appropriate.
- Demonstrate strong interpersonal skills using tact, patience and courtesy.
- Establish and maintain cooperative relationships with students, school personnel, parents, vendors, co-workers and the public.
- Communicate effectively in the English language both orally and in writing.
- Organize work, programs and activities to meet schedules, timelines and deadlines.
- Maintain accurate, up-to-date, and organized record-keeping and writes using report-writing techniques. Maintain confidentiality regarding student records.
- Work independently with appropriate direction; be reliable, self-directed, and self-motivated.
- Be creative and flexible in meeting the diverse needs of students and parents.
- Analyze situations accurately and adopt an effective course of action.
- Use initiative and judgment in discussing problems with the public and District staff, involving office practices and policies.
- Consult with multidisciplinary teams regarding developing appropriate care plans and related goals, planning academic and behavioral supports and interventions, and gathering data regarding student progress.
- Assist in training teachers, Para-educators, administrators and other specialists in appropriate strategies to support students who have care plans.

DESIRABLE QUALIFICATIONS:

- Ability to speak a language in addition to English

PHYSICAL REQUIREMENTS:

- Physical, mental and emotional stamina to perform the duties and responsibilities of the position;
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions;
- Manual dexterity sufficient to write, use telephone, computer, calculator and office and business machines and related equipment;
- Vision sufficient to read handwritten and printed materials and the display screen of various office equipment and machines;
- Hearing sufficient to conduct communicate in person and hold telephone conversations in normal conversation distances;
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups;
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead, climb and move in an emergency situation;
- Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged period of time;
- Physical mobility sufficient to move about the work environment (office, District school site to site), for sustained periods of time on hard flooring, climb slopes, stairs, ramps and to respond to emergency situations;
- Physical strength sufficient to periodically lift and/or carry 20 pounds alone and more with a two-person lift; physical stamina sufficient to sit for prolonged periods of time; and
- Physical tolerance to be exposed to dust pollen, specific agents/chemicals, cleansers, unpleasant smells.

This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. The noise level is usually mild to moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Board Approved: 4/11/19