

Mental Health Therapist

Purpose Statement

The job of Mental Health Therapist is done for the purpose/s of providing a variety of mental health services to students who qualify for special education and mental health services (including therapy, consultation, student status, and treatment); communicating information to staff, the public, and other districts; and providing information and/or direction as may be requested.

This job reports to Assigned Administrator

Essential Functions

Administers assessments (e.g. psycho social, emotional, etc.) for the purpose of evaluating the social and emotional development of students and/or determining eligibility for services.

Attends meetings as assigned (e.g. Individual Education Plan (IEP) as a member of the team, progress evaluations, case consultations concerning student status and treatment, staff meetings, on-site trainings, in-service meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Collaborates with internal school personnel and public/private agencies (e.g. medical staff, psychiatrist, outside counseling; conducts workshops/trainings on a variety of topics related to mental health and social-emotional well-being, etc.) for the purpose of providing information and/or services to strengthen families and/or students/clients.

Completes specific program procedures in all work assignments and adheres to ethical obligations, including client confidentiality for the purpose of providing effective mental health services.

Coordinates with service providers such as case managers, teachers, clinical mental health services staff for the purpose of coordinating mental health plans to ensure quality treatment, delivery of services, and review/update progress.

Develops treatment and goals for treatment plans for the purpose of providing interventions and/or delivering services in compliance with established guidelines.

Implements classroom interventions (e.g. group/classroom calming activities, teach anger management skills and other topics, provides support to districts/schools during school crisis, etc.) for the purpose of supporting the classroom team and/or providing therapeutic interventions as needed.

Maintains a variety of manual and electronic files and/or records (e.g. case histories and services plans in compliance with LEA Medi-Cal requirements, medical billing records, etc.) for the purpose of ensuring documentation for reference in accordance with administrative, clinical, and state legal requirements.

Monitors direct services in the school (e.g. individual and group treatment, case management, and consultation, etc.) for the purpose of delivering effective mental health services to all clients.

Prepares a variety of written materials (e.g. therapy notes, reports, letters, plans, psycho social notes assessments, communication notes, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Provides therapeutic interventions for the purpose of addressing immediate safety concerns and/or providing support and services to improve student outcomes.

Responds to crises within the school environment for the purpose of providing appropriate interventions outlined in the student's IEP.

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: operating standard office equipment including using pertinent software applications; and preparing and maintaining complete and accurate 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: current methods and modalities in student treatment; child and adolescent treatment competency skills; community resources; medical terminology; continuum of care; and utilization management.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; observing and interpreting human behavior; working autonomously and in cooperation with others; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; 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 impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

LCSW, MFT, or Clinical Psychologist License
Pupil Personnel Services Credential
School Counseling, School Psychologist or Social
Work Credential
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

5/3/2018

Salary Grade

AB+30