



## Job Description

<b>Title: Licensed Mental Health Clinician</b>	<b>FLSA Status: Non-Exempt</b>	<b>Months: 10</b>
<b>Supervisor: Director of Special Education</b>	<b>Supervises: N/A</b>	<b>Range: 38</b>
<b>Department: Special Ed</b>	<b>Bargaining Unit: Classified</b>	<b>Approved:</b>

### JOB SUMMARY:

Provide counseling and consultation for students and parents who are referred for service through their IEP team; serve as a member of the District's Special Education support services. Counseling services under this program model are expected to supplement regular education counseling and guidance program services.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide individual and/or group counseling as described in student's IEP.
- Assist IEP teams in developing strategies to address social, emotional, and behavioral problems.
- Assist IEP team in the development of measurable social, emotional and behavioral IEP goals.
- Report on student progress for IEP counseling goals as requested by IEP team. Assist students and staff with behavior management programs and welfare and attendance concerns.
- Act as a liaison with social and youth service agencies in pursuing referral follow-up activities.
- Assist parents in accessing and utilizing community resources.
- Establish, maintain and monitor a variety of files and records pertaining to special education student counseling.
- Participate in Medi-Cal billing program.
- Participate in professional activities, conferences and research to maintain knowledge of counseling best practices.
- Develop and provide ongoing professional training, consultation and assistance to staff.
- Understand and adhere to IDEA regulations.
- Attend IEP and professional staffing meetings.
- Perform related duties as assigned.

**OTHER DUTIES:**

- Perform related duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Interpersonal skills including tact, patience, and courtesy.
- Public relations skills for building the program
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software (Google).
- Training and coaching skills as a member of a multidisciplinary team

**Education and Experience:**

Any combination of training, experience, and/or education equivalent to master's degree in psychology, mental health counseling, or social work and two years post-license experience in counseling and crisis intervention to children, adolescents, and their families.

**Skills/Ability To:**

- Ability to plan and prioritize your work day
- Ability to coordinate complex schedules across multiple school sites
- Proficient in software applications
- Ability to analyze student mental health matters and determine strategies, supports, and/or appropriate methodologies to utilize when working with students
- Analyze situations accurately and adopt an effective course of action; especially for crisis situations and threat assessments
- Ability to identify complex problems and develop and evaluate possible solutions.
- Ability to clearly communicate ideas and requirements to colleagues at varying levels, be an active listener, respond to questions, voice concerns and offer suggestions to create a collaborative work environment.
- Ability to make decisions in a timely manner

**LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:**

- Licensed by the State of California as a Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), Licensed Clinical Psychologist (LCP), or Licensed Professional Clinical Counselor (LPCC).
- Possession of a valid California driver's license
- First Aid and CPR Certification

**WORKING CONDITIONS:**

Work Environment:

Office/school site

Physical Demands:

- Ability to stand and/or circulate for extended periods of time.
- Ability to see for purposes of reading printed materials pertaining to this position and observing staff/students.
- Ability to hear and understand speech at normal levels.
- Ability to communicate so others will be able to clearly understand processes and expectations.
- Ability to bend, twist, stoop, kneel and reach in all directions.
- Ability to lift to 50 pounds.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed.