



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>MENTAL HEALTH CLINICIAN I</u>			
DEPARTMENT/SITE:	Special Education	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	40 per 2023-2024 Schedule
		WORK YEAR:	11 Months (221 or 237 Days)
REPORTS TO:	Manager, Mental Health Services or designee	FLSA:	Non-Exempt

BASIC FUNCTION:

Under the direction of the Manager, Mental Health Services, or designee, provide direct mental health services for assigned eligible students at various school sites within the district; provide assessment, intervention, and ongoing therapeutic services, including individual, group and parent counseling; perform case management, and treatment coordination and collaboration; support the therapeutic milieu in specialized behavioral programs. The incumbents in this classification assist in providing students with mental health services which directly supports student learning.

DISTINGUISHING CHARACTERISTICS:

The **Mental Health Clinician (MHC) I** classification is license-eligible and working under the supervision and close review of the licensed and certified **Manager, Mental Health Services** to gain clinical experience required to qualify for licensure. Incumbents perform the same mental health services as a **Mental Health Clinician (MHC) II**; however, incumbents are not fully licensed and require mandated supervision. The **Mental Health Clinician (MHC) II** classification provides a variety of mental health services for eligible students. Incumbents are fully licensed per California Board of Behavioral Sciences (BBS) as a Licensed Marriage Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), Marriage Family Child Counselor (MFCC), or Licensed Professional Clinical Counselor (LPCC). **Mental Health Clinician (MHC) II** is not mandated to receive supervision; however, minimal supervision support is provided for the purposes of accountability and to ensure optimal mental health services for students.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

In consultation and collaboration with the licensed, certified Manager, Mental Health Services, provide direct mental health services including, but not limited to, consultation; assessment; observation; individual, group and parent counseling; treatment coordination and case management for eligible students.

Perform clinical assessments, conduct interviews, make observations, and recommend diagnosis; use psychosocial case histories, psychological test results and educational assessment tools to evaluate and assess the nature and extent of an individual's condition; develop and implement treatment or educational plans under the supervision and approval of the Manager, Mental Health Services; complete related reports as needed.

Plan, prepare, and conduct individual and group counseling designed to make progress on goals and improve social and emotional functioning and development; provide service in the milieu, educational,

home or community settings.

Implement IEP goals related to individual counseling, counseling and guidance, and/or parent counseling, as written; collect data and document progress on goals.

Meet with students, family members and school staff to interpret and explain the social and emotional factors pertaining to disability and/or mental illness and the methods of alleviating emotional and environmental problems.

Provide crisis support through behavioral interventions, assisting students to maintain/obtain/regain success in their academic and social environments may conduct risk screening in consultation with a fully licensed practitioner employed by the District and who has met state requirements for such screening.

Maintain consistent collateral contact, collaboration, case management, and consultation with the student's IEP team members, including family members, external service providers and school/district officials regarding the student's needs, goals, and progress.

Provide consultative and collaborative support as a subject matter expert to administrators, teachers, parents, related service providers and/or other interested parties regarding mental health or behavioral issues during the treatment process of students; ensure sensitivity to student privacy.

Participate in individual student Individualized Education Plan (IEP) meetings; collaborate with the Education Specialist to prepare and present appropriate IEP goals and objectives related to counseling, counseling and guidance, and/or parent counseling; make recommendations to district personnel for mental health services and/or level of services, as necessary.

Participate in special assessments, individual counseling plans and other student progress meetings.

Collaborate with the Education Specialist to monitor student progress towards goals related to counseling, counseling and guidance, and/or parent counseling; alert the Education Specialist when a student is not making progress and/or not participating in services.

Collaborate with the Education Specialist on reporting progress on goals at progress reporting periods and for IEP reviews, as necessary.

Under the supervision and review of the Manager, Mental Health Services and with signed consent through a Release of Information, coordinate and collaborate on treatment with the student's private therapist and/or psychiatrist on a regular basis.

Communicate via phone or in person with family, as required, to offer and encourage parent/family counseling, when stated as a service on the IEP.

Plan, prepare, and conduct in-service, engagement activities and community resources that provide services for students and parents in therapeutic, psychiatric and/or other needs.

Develop, coordinate, implement, and evaluate the progress of intervention plans utilized to address the student's goals, with accompanying documentation of progress.

Demonstrate cultural sensitivity in relationships with students, families, and school/district officials within the academic setting by communicating with students and parents in an interpersonally skilled manner using courtesy, tact, diplomacy, sensitivity, patience, and professionalism.

Ensure the proper prioritization, timely completion, and meeting of deadlines for any required reports, documentation and/or assigned projects and tasks, as directed.

May participate in the district crisis intervention team.

Make referrals to appropriate resources in the community.

Maintain confidentiality of student records and information.

Consult with community agencies on the identification and management of social and mental health issues.

Participate in the development of any district or school-wide initiative or policy related to the promotion of student well-being and mental health.

May work a flexible schedule to meet with families and provide family counseling sessions per IEP and/or other identified services.

Under the supervision and review of Manager, Mental Health Services, provide all related services for identified students per the IEP.

Prepare and present oral and/or written reports; maintain records related to assigned functions, i.e., document all Special Education services provided in the Special Education Information System (SEIS) Service Tracker, complete Medi-Cal billing, etc.

Operate a variety of office equipment, including computer and assigned software; drive a vehicle to conduct work.

Participate in ongoing weekly clinical supervision, monthly staff or other meetings and professional learning, as assigned.

Adhere to the legal and ethical requirements and standards of the individual's licensing board, Individuals with Disabilities Education Act (IDEA), Health Insurance Portability and Accountability Act (HIPAA), and Federal Educational Rights and Privacy Act (FERPA).

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current professional clinical management techniques.

Interventions for special populations such as, but not limited to, Cognitive Behavioral Therapy (CBT), Motivational Interviewing (MI), Emotionally Focused Therapy (EFT), Dialectical Behavioral Therapy (DBT), Special Education procedures and Individualized Education Plan (IEP) process.

Classroom management and behavioral management techniques.

Education laws and de-escalation protocols (e.g., ProAct).

Individualized Education Plan (IEP) process.

Psychological and behavioral dysfunctions.

Marriage and family relationships and theory.

Group dynamics.

Treatment modalities, consultation methods and techniques.

Evidence Based Practices.

Crisis intervention techniques and theory.

State child and adult abuse reporting laws.

Cultural and socio-economic factors impacting mental health.

Trauma-Informed Care.

Child abuse reporting and related regulations.

Applicable state and federal laws, codes, regulations, policies, and procedures, including those related to Individuals with Disabilities Education Act (IDEA), Health Insurance Portability and Accountability Act (HIPPA), and Family Educational Rights and Privacy Act (FERPA).

ABILITY TO:

Evaluate a complex psycho-social history, conduct assessments, make diagnoses and develop an appropriate treatment plan under the supervision and review of Manager, Mental Health Services.

Monitor, evaluate, and adjust individual treatment plans, programs, and therapy interventions in response to student needs and progress.

Decrease impairing symptomology and increase functioning in the home, school and community settings under the supervision and review of the Manager, Mental Health Services.

Perform crisis intervention.

Facilitate individual, family, and group counseling under the supervision and review of the Manager, Mental Health Services.

Facilitate support groups under the supervision and review of the Manager, Mental Health Services.

Maintain records and prepare reports electronically under the supervision and review of the Manager, Mental Health Services.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships.

Work collaboratively with students, parents, administrators, employees, private health providers and the public representing diverse cultures and backgrounds.

Interpersonal skills that demonstrate tact, patience, courtesy, and empathy.

Treat fellow employees, representatives of outside agencies and members of the public with courtesy and respect.

Work effectively with diverse groups of students and families possessing diverse socio-economic and multicultural backgrounds.

Provide services to students, parents and school staff that support Positive Interventions and Supports (PBIS) and a Trauma Informed Care (TIC) school culture.

Maintain service logs for treatment plans and services as stated in the IEP.

Exercise appropriate judgment in answering questions and releasing information.

Analyze and project consequences of decisions and/or recommendations.

Function calmly in situations that are emotionally and behaviorally escalated.

Schedule a number of activities, meetings, and/or events.

Demonstrate flexibility when working with a wide variety of circumstances and environments.

Adapt to changing work priorities.

Maintain regular and consistent attendance.

Work a flexible schedule.

Develop and present training programs.

Plan, organize and prioritize work effectively.

Meet schedules and timelines.

Prepare effective oral and written reports and maintain various records and files.

Operate a variety of office equipment, including a computer and assigned software.

Follow District and Special Education procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree or higher in psychology, social work, or mental health counseling; and a minimum of two (2) years post-masters experience providing mental health treatment services to children, adolescents, and their families. Experience with K-12 students in a public school setting receiving special education services preferred.

LICENSES AND OTHER REQUIREMENTS:

Must be license-eligible or working towards licensure by the State of California as a Marriage Family Therapist (MFT), Marriage Family Child Counselor (MFCC), Licensed Professional Clinical Counselor (LPCC), or Licensed Clinical Social Worker (LCSW).

Valid California driver's license and ability to maintain eligibility for automobile insurance.

Possession of current certification in infant, child, and adult cardiopulmonary resuscitation (CPR) and First Aid Card is required. Online certificates are not accepted. Maintain up-to-date certificates in CPR and First Aid.

Maintain certification and training in Pro-Act.

Subject to a flexible work schedule, including nights, weekends, and holidays.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office, classroom, school milieu setting, community, or home environments.

Driving a personal vehicle to consult with clients or provide services.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.

Seeing to perform assigned duties.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Keeling, bending at the waist.

Reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.

Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Physical ability to act swiftly in an emergency situation.

Physical ability to partake in playful activities.

HAZARDS:

Contact with dissatisfied or verbally escalated individuals.

Risk of physical harm from students.

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

NOTE: An incumbent in the job class of Mental Health Clinician I may be promoted to Mental Health Clinician II upon becoming fully licensed by the State of California and with approval of the Personnel Commission that the incumbent meets the minimum qualifications listed on the current class description of the higher job class.

JOB CLASS HISTORY

Approved: G.B. 06/25/19; P.C. 06/27/19 (New)

Revised (EH&A / MGT Consulting) PC: 02/24, GB: 03/24