

JOB DESCRIPTION  
September 2020

Placer County Office of Education  
360 Nevada Street  
Auburn, CA 95603

## **MENTAL HEALTH SPECIALIST, PREVENTION SUPPORTS AND SERVICES**

### **General Purpose:**

A Mental Health Specialist, Prevention Supports and Services is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Mental Health Specialist, Prevention Supports and Services provides behavioral and emotional counseling to groups and individuals, assists students in adjusting to school and community life, provides training to school staff on behavioral and mental wellness and serves as liaison to other agencies and students' parents and families. The Mental Health Specialist, Prevention Supports and Services also assists with the intake of incoming students and with their return to district educational programs.

- **Essential Functions and Responsibilities** include the following. Other duties that are reasonably related to the position may be assigned as required:
- Collaborates with a variety of school team members, e.g., Individual Education Plan (IEP), in regards to the students' progress.
- Prepares written reports as required.
- Plans and records monthly work schedule in electronic calendar (Outlook).
- Assists students in identifying and solving behavioral, mental health, emotional and educational problems, adjusting to school life, and coping with life stressors that affect student wellness at school.
- Assists students in evaluating their relationships with other students and with teachers and/or administrators; helps students in predicting the consequences of various courses of action open to them; reinforces behavior appropriate to the school environment by utilizing guidance techniques; and refers serious behavioral problems to the administrator of the program.
- Assists in the planning, development and implementation of programs and professional development which include initiating group and individual activities to assist in the social-emotional wellness and social skill acquisition and success of students.
- Supports students during their transition into the school, as needed, by organizing meetings, school visits and coordinating supports with site administration.
- Obtains and evaluates student data, including test results, personal histories, school records, teachers' reports, parental information, and agency reports.
- Observes and analyzes student behavior and administers and evaluates achievement and other types of tests in order to develop student behavioral and educational goals.
- Provides direct support to assigned prevention supports and services programs.
- Assists school staff in identifying services through a Multi-Tiered System of Supports (MTSS) lens.
- Provides crisis interventions and coordinate community crisis services for students as needed.
- Provides counseling services to address a variety of mental health needs.
- Provides individual and group counseling to students to assist them with social-emotional development.
- Provides training and professional development for staff, community, and district/state agencies.
- Documents services according to Medi-Cal insurance requirements and standards.

## **MENTAL HEALTH SPECIALIST, PREVENTION SUPPORTS AND SERVICES/PAGE 2**

- Provides trauma-informed, culturally responsive services to students and families.
- Recruits, screens and intakes referrals for counseling.
- Develops and implements professional development for parents related to increasing parent capacity and school engagement.
- Collects and analyzes data related to students identified as needing more school mental health/behavior supports.
- Communicates, collaborates and links with community agencies in order to connect students and families with needed support services.
- Provides direct client services through initial assessment, individual and group counseling, family and group therapy and referral as needed.
- Maintains confidential files, records and documents for prevention related activities and outcomes.
- Drives throughout the county/region for business purposes.
- Performs related duties as assigned.

### **Minimum Qualifications:**

#### **Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

#### **Education:**

- A Master's degree in Social Work, Counseling, Marriage and Family Therapy or a related field is required.

#### **Experience:**

- Minimum of two (2) years' experience working with programs which required extensive coordination between agencies.

### **Knowledge, Skills and Abilities:**

- Knowledge of techniques, methods and resources in planning and implementing a comprehensive educational and career counseling program.
- Knowledge of community resources for referrals.
- Knowledge of casework, school social work, school counseling and therapy.
- Knowledge of available referral agencies and resources within the county.
- Knowledge of child development and learning theory.
- Knowledge of assessment instruments and procedures, and instructional materials and techniques.
- Knowledge of trauma-informed practices.
- Ability to successfully counsel students and parents.
- Ability to establish and maintain effective working relationships with a variety of individuals and agencies.
- Ability to communicate effectively orally and in writing.
- Ability to plan, organize and schedule a master calendar to meet deadlines, goals, and objectives.
- Ability to implement psycho-social assessment and intervention techniques.
- Ability to perform crisis assessment and intervention.
- Ability to conduct group process counseling techniques.

## **MENTAL HEALTH SPECIALIST, PREVENTION SUPPORTS AND SERVICES/PAGE 3**

- Ability to maintain effective working relationships with administrators, co-workers, school staff and community partners.
- Ability to plan, organize and administer programs.
- Ability to meet schedules and timelines.
- Ability to plan, coordinate and document projects.
- Ability to prepare and deliver oral presentations.
- Ability to operate a computer and related software.
- Ability to prepare statistical reports and records.

### **Required Testing:**

- Applicants may be tested.

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must be licensed or registered with the California Board of Behavioral Sciences as an Associate or Licensed Social Worker, Marriage and Family Therapist or Professional Clinical Counselor.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office or school environment, and involves contact with staff, representatives or other agencies, and the community.

### **Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation. When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary with other reasonable related functions and physical requirements.

**MENTAL HEALTH SPECIALIST, PREVENTION SUPPORTS AND SERVICES/PAGE 4**

**FLSA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** 39.0

Reviewed and Approved:

Supervisor: Phillip Williams Date: 11/16/20

Human Resources: Colin Sattiny Date: November 16, 2020