



## **JOB DESCRIPTION MENTAL HEALTH CLINICIAN**

**204 Days @ 1.0 FTE**

**Range 6 – High School Classified Management Salary Schedule  
(Salary Prorated for 204 days)**

### **DESCRIPTION:**

Under the direct supervision of the Executive Director of Student Support Services, the Mental Health Clinician will provide mental health services including counseling, consultation, mental health evaluations, treatment and case management for individuals and families who require Educationally Related Mental Health Services (ERMHS).

### **REPRESENTATIVE DUTIES:**

- Provide assessments to determine if students are eligible for ERMHS and determine what level of service is needed
- Provide direct mental health services including oversight and case management
- Collaborate as part of the school team for students attending the High School Blended program
- Provide consultative support to teachers and administrators regarding mental health and/or behavioral issues
- Participate in Individual Education Plan (IEP) meetings
- Act as liaison between clients, families, school personnel and community agencies
- Train and supervise counseling program interns as needed
- Plan and conduct workshops for staff and families
- Maintain appropriate evaluation and treatment records
- Complete and submit a variety of forms, evaluations and program reports
- Perform related duties as assigned

### **Knowledge of:**

- Rules and regulations applicable to providing mental health services in public schools
- Psychotherapy principles and practices including treatment of individuals, families and groups, community agencies and referral resources

### **LICENSES & OTHER REQUIREMENTS**

Valid Marriage Family Therapy (MFT) or Licensed Clinical Social Worker (LCSW) certification/license

### **Physical Requirements**

Employees in this position must have the ability to sit for extended periods of time; enter data into a computer terminal/typewriter; operate standard office equipment; use a telephone; see and read a computer screen and printed matter with or without vision aids; hear and understand speech at normal levels and on the telephone; speak so that others may understand at normal levels and on the telephone; stand; walk and bend over; reach overhead; grasp; push; pull and move; lift and/or carry up to 25 pounds to waist height. Generally the job requires 60% sitting, 20% walking, and 20% standing.