

Job Description:
MENTAL HEALTH THERAPIST I



BASIC FUNCTION:

Under the direction of the Coordinator-Mental Health, provide direct mental health services including mental health assessment, counseling, consultation, mental health evaluations, treatment and collateral case management for students, parents, and families; perform individual and group counseling therapy for students; serve as a resource to school site principals, service providers, students, parents and staff as assigned.

ESSENTIAL DUTIES:

Provide direct mental health services including counseling, consultation, mental health evaluations, treatment, mental health assessments and collateral case management for students, parents, and families; provide clinical assessments, diagnosis and propose treatment plans for student with emotional or behaviors needs; conduct clinical interviews to gather information, determine the appropriate need, and develop diagnostic information.

Perform family therapy services to achieve student goals for treatment in a family setting; counsel family members to assist them in understanding, dealing with, and supporting students.

Lead and facilitate individual and group therapy services; teach students coping and social skills.

Act as the liaison between the Mental Health program, District staff, caseworkers, probation officers, community support services, and appropriate referrals to obtain information and coordinate services.

Serve as a resource to school site principals as assigned and discuss the treatment progress of assigned students and implementation strategies; act as a resource to teachers, parents and others in area of expertise; communicate with staff and families.

Provide crisis intervention and individual counseling for students on clinical issues such as treatment and linkage to medication evaluation, suicide and homicidal ideation, depression, impulse control; implement established treatment plans; observe and record student's behavior to assure effectiveness of plan.

Consult with school psychologist, school site administrator and staff, district administrators, teachers, paraprofessionals, and parents/guardians regarding students' mental health needs; care coordination and meeting treatment plan goals.

Prepare reports and correspondence as directed; maintains a variety of documentation, such as charting observed behaviors, clinical notes, behavior/emotional progress, treatment goals progress reports, referral forms and other data; perform any required documentation of incidents as witness to as necessary; maintain confidentiality of records relating to students.

Provide summary treatment plans at the request of clients and parents; update school staff and service providers on student progress as it is legally, ethically appropriate and in the best interest of the student as determined by the Mental Health Therapist.

Participate in meetings with the IEP (Individualized Education Plan), SST, Case Conference teams to discuss

student performance and care coordination plans.

Serve as a mandated Child Protective Services (CPS) and Adult/Elder Abuse reporter.

Assist staff in the development of behavior support plans and functional behavior analyses.

Complete paperwork to support mental health billing in a timely manner; assist with new contracts for Medi-Cal billing.

Attend and participate in meetings, conferences, seminars and professional development trainings; plan and conduct in-service mental health and behavior intervention education trainings for non-mental health trained staff.

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

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, methods and procedures involved in the observation, mental health assessment and treatment of mental health and behavioral issues and problems among students.

Mental Health therapy practices, procedures and techniques involved in the interpretation, diagnosis and treatment of student with behavioral and emotional disorders.

California Laws and regulations for mental health services.

District rules, regulations, policies and procedures.

Individual and group counseling techniques.

Appropriate diagnosis, treatment planning and clinical intervention techniques.

Licensed Clinical Mental Health legal and ethical laws, rules and regulations.

Non-violent crisis intervention techniques.

Data collection and record-keeping techniques.

Maintaining confidentiality of student records.

Modern office practices, procedures and equipment.

Record-keeping and report preparation techniques.

Policies and objectives of assigned programs and activities.

Interpersonal skills including tact, patience and courtesy.

Oral and written communication skills.

Operation a variety of office equipment, a computer and assigned software.

Operation a two-way radio.

ABILITY TO:

Provide consultation and direct services to school district staff, students and families.

Plan treatment and care coordination plans.

Interpret, apply and explain various laws, codes, regulations, policies and procedures.

Perform a variety of professional activities involved in the observation, mental health assessment and treatment of mental health issues and problems among identified students.

Observe students and conduct mental health assessments, tests and evaluations.

Identify, diagnose and formulate treatment plans and strategies for various behavioral and emotional disorders.

Learn and understand practices, procedures and techniques involved in the development and implementation of IEP

and counseling care coordination plans and techniques.

Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities of students, teachers, administrators, and staff.

Provide individual and group counseling to students and families.

Participate in the formulation, development and implementation of IEP's, related services, goals, and objectives.

Monitor and evaluate student progress.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with staff, students, parents, service providers, outside agencies, and families.

Meet deadlines and schedules.

Maintain current knowledge of applicable laws, codes, rules and regulations.

Adapt to changing work priorities.

Communicate with diverse groups.

Set priorities.

Work with constant interruptions.

Resolve problems with tact and proficiency.

Understand, be sensitive to and respect the diverse academic, socioeconomic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of teachers, administrators and staff.

Maintain consistent, punctual and regular attendance.

EDUCATION AND EXPERIENCE:

- Possession of a Master's degree or higher in counseling, psychology, clinical social work, or a related field;
- Possession of a valid license by California Board of Behavioral Science as Licensed Clinical Social Worker, Licensed Marriage Family Therapist, Licensed Professional Clinical Counselor or in the field of Psychology;
- One (1) year of experience in a school setting providing direct mental health services to students including identifying patient mental health needs, using community resources, and student advocacy;
- One (1) year of experience with Medi-Cal billing and documentation.

WORKING CONDITIONS:

ENVIRONMENT:

Office/classroom/outdoor environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

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

Seeing to monitor student behavior and read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Bending at the waist, kneeling or crouching to file materials.

Sitting or standing for extended periods of time.

Reaching overhead to access materials.

HAZARDS:

Contact with hostile or abusive individuals with unpredictable behaviors.

Required Testing

None Specified

Certificates

Valid Driver's License and Evidence of Insurability

Valid license by California Board of Behavioral Science as Licensed Clinical Social Worker or Licensed Marriage Family Therapist, or Licensed Professional Clinical Counselor

Valid license by a California Board in the field for Psychology.

Continuing Education/Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Clearance

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Collective Bargaining Agreement between California Teamsters Public, Professional & Medical Employees Union, Local 911 General Employees Unit and Palm Springs Unified School District.

FLSA Status

Non Exempt

Bargaining Unit

Teams 2

Salary Range

Range 40

BOE Approval Date

June 25, 2019