

## TRINITY COUNTY OFFICE OF EDUCATION

**POSITION:**                                **Educationally Related Mental Health Services  
(ERMHS) Clinician I**

**SALARY:**                                 Classified Salary Range \$30.00-\$40.00 per hour, 180 Days per year

**REPORTS TO:**                            Pathways to Success Program Manager

**APPLICANTS MUST BE ABLE TO PASS A PHYSICAL ASSESSMENT. IN COMPLIANCE WITH A.B. 1610, THE TRINITY COUNTY OFFICE OF EDUCATION CANNOT EMPLOY YOU UNTIL YOU HAVE RECEIVED CLEARANCE FROM THE DEPARTMENT OF JUSTICE (DOJ) AND THE FEDERAL BUREAU OF INVESTIGATION (FBI).**

### **PRIMARY FUNCTION:**

This is the entry-level classification in the Mental Health Clinician series. Under supervision, employees in this class carry a caseload and deliver mental health services. Candidates for this level must have a Bachelor's Degree and enrolled in a Master's Degree program in Clinical Social Work or related field. When completed, the Master's Degree must qualify for an Associate registration through the California Board of Behavioral Science Examiners, Behavioral Analyst Certification Board, or California Commission on Teacher Credentialing. Employee must maintain registration with the appropriate California licensing board and follow required supervision guidelines.

### **ESSENTIAL DUTIES:**

Under the direction of a licensed clinician, coordinate and provide a strengths-based, holistic, systems approach to case management and mental health services for children 0-18 and their adult support system. Specifically, children who are at risk or demonstrating interference with academic success due to their social, emotional, and/or behavioral development. Services are provided with focused attention on developing skills of parents, teachers, and caregivers, as well as supporting the mental health of adult family members as needed. Services will be provided in/with the child's settings at school, home, and/or community.

### **OTHER FUNCTIONS:**

1. Conduct holistic Bio-Psycho-Social assessments through observation and interviews with family and appropriate service providers.
2. Facilitate Family/Student Study Team meetings and case management.
3. Provide consultation to childcare providers and teachers.
4. Provide short-term therapy and evidence-based intervention as needed.
5. Participate and collaborate in staff meetings.

6. Attend assigned trainings.
7. Attend community meetings and events.
8. Document assessments and interventions daily.
9. Performs other related duties as assigned.

**JOB REQUIREMENTS: MINIMUM QUALIFICATIONS, SKILLS, KNOWLEDGE, AND ABILITIES:**

**SKILLS:** required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records; public speaking; and facilitating meetings.

**KNOWLEDGE:** required to perform intermediate math, including calculations using fractions, percent, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: techniques and methods of Bio-Psycho-Social assessment, diagnosis, planning, intervention, and evaluation; principles and techniques used in behavior analysis and the development of behavior intervention plans; basic understanding of the effects of trauma on brain development; interpersonal understanding of the effects of trauma on brain development; understanding and ability to apply foundations of Motivational Interviewing; providing psycho-education in multidisciplinary settings and in diverse family settings; documentation standards associated with public and private reimbursement systems, assessment instruments and techniques; business telephone etiquette; classroom instructional methods strategies; codes/laws/rules/regulations/policies; concepts of grammar and punctuation; current and emerging technology; knowledge of community resources; practicing cultural humility while working collaboratively with diverse groups and individuals; and stages of child development and age appropriate behaviors.

**ABILITY:** required to schedule a number of activities, meetings, and/or events; gather and/or collate data; prepare and maintain accurate records and reports in accordance with applicable standards; maintain confidentiality of client information and meet all standards of HIPAA; communicate effectively both orally and in writing; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; establish and maintain cooperative working relationships with staff, social services professionals, contract providers, clients, and family members, community groups, and the general public; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based

competencies required to satisfactorily perform the functions of the job include: apply the principles of bio-psycho-social diagnosis and treatment planning with focused attention on supporting and developing skills of parents and caregivers; facilitate Family Study Team meetings; interact effectively and sensitively with individuals from diverse backgrounds and demonstrate an understanding, patient and receptive attitude toward children; establish and maintain the confidence and cooperation with an interdisciplinary team; implement recovery/strength-based interventions; maintain an objective and empathetic understanding of mental illness; be tolerant, use tact and maintain emotional stability meeting deadlines and schedules; organizing tasks; setting priorities; and working as part of a team.

**RESPONSIBILITY:**

Working under supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**PHSICAL DEMANDS:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**EXPERIENCE:** Job related experience is required.

**EDUCATION:** Bachelor's degree in Social Work or related field and enrolled in a master's degree program. The Master's degree must qualify for an Associate registration through the California Board of Behavioral Science Examiners, Behavior Analyst Certification Board or California Commission on Teacher Credentialing.

**EQUIVALENCY:** Any combination equivalent to: Master's degree in Social Work or have a Master's Degree that qualifies for an Associate registration through the California Board of Behavioral Science Examiners or be eligible or in the process of registering for an Associate and experience working in a therapeutic, counseling, or educational environment. Current Associate registration is required and must be maintained.

The stated education and experience requirements are the preferred minimum qualifications for this job. However, relevant experience to substitute for the education requirement and relevant education, certificates and/or licenses to substitute for the experience requirement may be allowed.

**CERTIFICATES:** Valid California Driver’s License  
Bachelor’s Degree

**CONTINUING EDUC./TRAINING:** Enrolled in Master’s Degree  
Maintains Certificates, Registrations

**CLEARANCES:** Department of Justice & FBI LiveScan Clearance  
Pre-Placement Health Assessment  
Tuberculosis Risk Assessment Clearance

**FLSA STATUS:** Non-Exempt

**APPLICATION PROCEDURE:** Visit our website at <http://www.tcoek12.org/> or [www.edjoin.org](http://www.edjoin.org)

**AMERICANS WITH DISABILITIES ACT ASSISTANCE**

**Auxiliary aids and services include a wide range of services and devices that promote effective communication for individuals with disabilities. If you require such assistance, please notify this office as soon as possible. We will make every effort to give primary consideration to expressed preferences, or provide equally effective means of communication to ensure equal access to Shasta County Office of Education programs and events.**

NOTE: Meeting the announced requirements does not guarantee inclusion into the selection process.

NOTE: Arrangements may be made to accommodate applicants with disabilities. For arrangements, please inform the Human Resources Department in writing or by telephone by the filing deadline posted on the bulletin.