

Skills, Knowledge and Abilities

SKILLS are 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 is 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 is 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

Responsibilities include: working under limited 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.

Working Environment

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 Master's degree in Marriage Family Therapy or related degree. Must possess and maintain current license with the Board of Behavioral Sciences (BBS), or California Commission on Teacher Credentialing (CTC) in one of the following programs: Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC), Licensed Educational Psychologist (LEP), or Pupil Personnel Services (PPS) credential.

Equivalency Any combination equivalent to: Master's degree in Marriage Family Therapy or in a degree that qualified for licensure and experience working in an educational, therapeutic and/or counseling environment. Must possess and maintain current license in one of the following programs: Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC), Licensed Educational Psychologist (LEP), or Pupil Personnel Services (PPS) credential.

Required Testing

Certificates

Valid California Driver's License

Master's Degree

License (LCSW, LMFT, LPCC, LEP, PPS)

Continuing Educ./Training

Clearances

Maintains Certificates, Registrations, and/or Licenses

Department of Justice & FBI Livescan Clearance

Pre-Placement Health Assessment

Tuberculosis Risk Assessment Clearance

FLSA Status

Non-Exempt

Approval Date

8.24.20

Salary Range

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