



MENTAL HEALTH SPECIALIST

Position Summary

The primary purpose of this position is to coordinate mental health support connections for 4J students, and the performance of a variety of duties related to mental health keeping within federal and state law, board policies and administrative regulations; serves as an advocate for students' mental health issues and provides assistance to school teams; plans, organizes and coordinates mental-health-related services for students and families; performs safety assessments, consults with principals, agencies and private practice therapists when needed, coordinates workshops, professional development and training and works closely with other school staff; and performs duties as assigned.

Supervisory Relationship

This position reports to the Director of Student Services and/or an Administrator for the Student Services Department as assigned.

Essential Functions

1. Serves as primary Mental Health contact and manages requests for consultation and cases.
2. Refers students and families to local mental health resources.
3. Works closely with school psychologists, consultants, counselors and other staff members in order to effectively carry out his/her own duties, as well provide assistance to the school teams.
4. Manages the partnerships and relationships with public and private mental health organizations in the community in order to provide appropriate supports to families. This includes outlining referrals and follow-up procedures.
5. Leads District student and program assessment and community assessment for mental health. Follows-up appropriately on all referrals for assessment services.
6. Conducts classroom visits in order to assist staff in creating a positive mental health climate, and makes appropriate recommendations.
7. Prepares and maintains a variety of reports, correspondence and notices.
8. Maintains accurate and complete student mental health case management documentation as required by law, district policy and administrative regulations.
9. Maintains compliance with state and federal rules for FERPA and HIPPA
10. May provide individual and group counseling for students of diverse backgrounds and different learning styles if assignment permits.
11. Attends conferences, workshop and other professional development to maintain current knowledge of mental health issues; participates in staff meetings and IEP meetings to address student and family mental health issues.
12. Networks with external agencies for health advisory notices, and other related information.
13. Participates in training teachers, educational assistance, office staff, parents and school volunteers in mental health issues.
14. Maintains appropriate levels of confidentiality.
15. Meets the standards of Competent and Ethical Performance as outlined in Oregon Administrative Rules (OAR 584-020-000 to 584-020-0045). The following are examples of principle duties; however, any one position may not cover all duties listed and examples may not cover all duties an employee is expected to perform.

16. Collaborates with school personnel to develop school-wide initiatives to make schools safer and more effective.
17. Perform other duties as assigned.

Required Knowledge, Skills and Abilities

1. Knowledge of mental illness and applicable treatments.
2. Knowledge of federal and Oregon state regulations.
3. Knowledge of modern methods, techniques and procedures used in marriage, family and child counseling.
4. Knowledge of the uses and effects of psychotropic medications.
5. Knowledge of interviewing techniques.
6. Knowledge of applicable laws, ordinances, regulations, legal forms and procedures and district administrative policies.
7. Knowledge of child and adolescent development, juvenile justice system and crisis intervention techniques.
8. Skill in counseling and following therapeutic processes and procedures.
9. Skill in providing assessment evaluation.
10. Skill in applying crisis intervention techniques.
11. Skill in performing case management.
12. Skill in observing and documenting psychiatric behavior.
13. Skill in writing clear and concise chart notes in accordance with professional standards, state regulations and department protocol.
14. Skill in using tact, discretion, initiative and independent judgment within established guidelines.
15. Skill in organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimal direction.
16. Skill in communicating clearly and effectively, orally and in writing.
17. Ability to work collaboratively with a broad and diverse population of students, families, peers and colleagues.

Workplace Expectations

1. Maintain regular attendance to work and work related activities. Is punctual to meetings, completes work assignments with deadlines, and follows established schedules.
2. Specialist is dressed and groomed in a neat, clean and appropriate professional manner for the assignment and work setting.
3. Specialist maintains the integrity of confidential information relating to a student, family, colleague or district patron. Uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
4. Follows all district or supervisor policies, rules, regulations, memos, bulleting, announcements, applicable to Mental Health position descriptions, and reasonable requests by proper authority.
5. All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators and District Standards for Performance in related fields.

Minimum Qualifications

Education

- Bachelor's degree from an accredited college or university.

Licensing Requirements

- Valid Oregon TSPC license with an endorsement as a School Counselor, School Psychologist, or School Social Worker, or
- Valid National Association of School Psychologist licensure, or
- Valid Licensed Educational Psychologist (LEP), or
- Valid Licensed Clinical Social Worker (LCSW), or
- Valid Licensed Psychologist.

Experience

Four (4) year's experience in a Mental Health setting as a specialist. Up to two (2) years of graduate professional education may be substituted for the experience requirement on a year-for-year basis. Up to two (2) years of post-Associate degree clinical experience may be substituted.

Any combination of experience and training that would likely provide the required knowledge and skill may be considered qualifying as determined by Human Resources.

Work Environment

This position works in school settings.

ADDITIONAL INFORMATION	
Employee Unit	EEA - Licensed
Pay Grade	Licensed Salary Schedule
Reviewed by	Cheryl Linder, Director of Student Services Department
Approved by	Cydney Vandercar, Director of Human Resources
Last revised	September 2016

Employee Statement

"I have reviewed the above position description and understand its contents."

"I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents."

"I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)."

Employee Name (Print)

Date

Employee Signature

Date