



Fremont Union High School District

Position: Program Specialist – Mental Health Services

Work Year: 240 Duty Days

Summary of Basic Functions & Responsibilities

Under the supervision of the Director of Educational and Special Services, the therapist will provide mental health services including counseling, consultation, mental health evaluations, treatment and case management for individuals and families, and perform related duties as required. Assist with program planning, assessment, feedback, mentoring, writing reports and contract administration. The mental health services may be provided at school sites and/or in the community. Understand and work effectively with people from different cultures.

Essential Duties & Responsibilities

- Any one position may not include all of the duties listed nor do the listed examples include all tasks that may be found in positions of this class.
- Provide direct mental health services including counseling, consultation, mental health evaluations, treatment coordination, individual/group therapy, collateral and rehabilitation services and case management/brokerage for individuals and families.
- Coordinates with program administrator to effect student transitions to more intensive settings (non-public school or residential placement) or less intensive settings (district special education services; including appropriate community-based services).
- Researches, develops and maintains contacts with residential service providers, in and out of state.
- Provide consultative support as a subject expert to teachers, administrators, and parents regarding mental health or behavioral issues, understanding cultures, and substance abuse.
- Provide information and support to teachers and administrators regarding classroom environment and school climate responsive to needs of students.
- Participate in school meetings related to discussion and planning for improvement of individual student's needs.
- Maintain appropriate evaluation and treatment records.
- Provide case management: attending team meetings, IEPs, Child Family Team meetings, residential school meetings, monitor progress and goals. Caseload to be determined in coordination with the Director.
- Provide technical expertise, information and assistance to the administrator regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested.
- Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.
- Operate a computer and assigned software; conduct research using the internet; operate other office equipment as assigned.
- Provide staff input related to the programs.
- Attend and participate in a variety of meetings, workshops and conferences.

- Act as liaison between client, families, school personnel, community agencies, community-based practitioners and residential schools.
- Plan and conduct training and workshops for staff and parents. Including development of curriculum.
- Lead supervision groups for licensed and/or certificated staff.
- Provide feedback to Director regarding program operations.
- Provide outreach casework and support services including home visits, individual and group counseling, individual and family intervention.
- Provide referrals to appropriate in-district and community resources.
- Complete and submit a variety of forms, evaluations and program reports.
- Perform related duties as assigned.

Qualifications

Knowledge and Skills:

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

Abilities:

- Work effectively with children, adolescents and adults, group home and school staff and agency representatives.
- Visit district sites, group homes, county/agency offices and participants and residential schools.
- Communicate effectively both verbally and in writing.
- Speak effectively in public.
- See to read, interpret and explain policies, programs and reports.
- Hear and speak to exchange information and make presentations.
- Follow oral and written instruction with a minimum of direction.
- Work independently and make decisions within the framework of established guidelines.
- Work confidentially with discretion.
- Analyze and determine appropriate methods and interpret and apply guidelines to accomplish goals.
- Establish priorities and deadlines.
- Formulate, implement and update treatment plans and goals.
- Analyze and resolve problems with tact and diplomacy.
- Complete MAA billing counseling logs.
- Plan, provide feedback and assess program.
- Assist with mentoring staff.
- Establish and maintain records.
- Meet quarterly with the Director to review program and progress.

Education and Experience:

- A Masters Degree or higher in counseling, psychology, clinical social work, or a closely related field.

Licenses and Other Requirements:

- Valid Marriage Family Therapist (MFT) or
- Marriage Family Child Counselor (MFCC) Certification/License
- Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

Environment:

- Office environment.
- School environment during observances, meetings, collaborations with staff and treatment planning.
- Occasional home visits to meet with families of students
- Travel from site to site and to agencies within the county and residential schools in and out of county as well as in and out of state.
- Stipend provided for mileage and cell phone usage.
- Interruptions and sometimes crisis situations

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, walk, bend, turn, talk and hear, and taste and smell. The employee frequently is required to use hands to write, finger, handle, or feel objects, tools, or controls. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must occasionally lift arms above shoulders to point, reach, touch, pull or lift.

Hazards:

- Possible contact with hostile or abusive individuals with unpredictable behaviors, both students and adults.