

REEF-SUNSET UNIFIED SCHOOL DISTRICT

Job Description

JOB TITLE:	Licensed Mental Health Clinician
REPORTS TO:	Director of Student Services
CLASSIFICATION:	Certificated
WORK YEAR:	185 days plus 10 extra days plus 15%

BASIC FUNCTION: Under the general direction of the Director of Student Services, provide in a reasonable and timely manner, services to children, families, teachers, administrators and paraprofessional staff through a variety of special activities, including psychological assessment, diagnosis, counseling and consultation in support of students learning at grade level and beyond.

ESSENTIAL DUTIES & RESPONSIBILITIES: (Persons employed in this position may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principal job elements.)

Conduct psychosocial assessment, diagnosis of emotional and behavioral problems including, but not limited to, recommendations for remediation or placement in special programs or psycho-educational interventions to assist students to achieve their personal best.

Provide group counseling to address emotional, behavioral or social problems.

Consult with children, families and teachers when there is a crisis intervention need and provide students access to high quality learning options to raise student achievements; encourage and welcome the valuable contributions of families.

Consult with teachers and administrators in the development and implementation of classroom methods used to improve learning, behavior and emotional problems to meet the needs of students and staff.

Collaborate with Student Study Team members to identify strengths and weaknesses and make recommendations for children with special needs to assist in providing students access to high quality options and a variety of activities.

Serve as District liaison between schools, community mental health professionals, juvenile agencies, and social service and community resources, establish collaborative relationships with staff, families, students and the community.

Collaborate with the school psychologist for students receiving special education services.

Participate in in-service training to District staff.

Maintain confidential records for the protection of students and families, evaluate and prepare written reports related to assigned students; complete necessary forms and documentation for insurance reimbursement.

Perform other duties as assigned that directly relate to this position.

KNOWLEDGE AND ABILITIES:

Testing practices, procedures and methods.
Individual and group counseling techniques.
Evaluation approaches, strategies and techniques.
Current Federal and State laws and regulations regarding Special Education and assigned duties.
Community agencies and resources.
Develop, write and implement comprehensive Individual Educational Plans (IEP).
IEP preparation and implementation methods and procedures.
Accurate Record-keeping techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Principles of providing work direction and guidance to assigned personnel.
Technical aspects of field of specialty.
Cultural differences in student population.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Perform professional evaluations of psychological, social and educational needs of students.
Diagnose psychological problems.
Counsel effectively with students and families.
Prepare and maintain confidential records and files.
Analyze situations accurately and adopt an effective course of action.
Work independently and confidentially with discretion.
Communicate, understand and follow both oral and written directions effectively.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Maintain current knowledge of technological advances in the field.
Learn new or updated computer systems/software programs to apply to current work.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.
Learn District organization, operations, policies, objectives and goals.

EDUCATION AND EXPERIENCE:

Pupil Personnel Services Credential required or Intern Eligible; School Social Work specialization preferred;

Current CA License as a Clinician Social Worker/Marriage & Family Therapist issued by the CA State Board of Behavior Science Examiners preferred; valid CA Driver License.

WORKING CONDITIONS:

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate standard office equipment, including a typewriter or computer to type letters, reports and other materials; bending, reaching to maintain files; hearing to answer telephones; speaking to exchange information, and sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.

Moderate stress level.

ENVIRONMENT:

School site/Office environment; driving a vehicle to conduct work; constant interruptions; contact with dissatisfied individuals; intermittent noise; repetitive activities.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

Reef-Sunset Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.