

**Job Title: COORDINATOR OF MENTAL HEALTH SERVICES**

**Definition:**

Under the general supervision of the Assistant Superintendent of Innovation and Technology Services and the direct supervision of the Executive Director of Student and Family Services, this position plans, develops, implements, supervises, and evaluates mental health programs and services within the district. This position provides leadership and supervision for the delivery of social emotional and counseling services to the schools, including crisis intervention, mental health development, assisting families by facilitating access to school-based and non-school-based mental health services and resources, and other agency referrals and continuing education.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks or may perform similar related tasks not listed here.

1. Monitor and provide leadership to school administrators, counselors, social workers, interventionists, and regionalized programs including but not limited to foster and homeless youth through professional development related to comprehensive programs.
2. Collaborate with school and district staff (including but not limited to) counselors, social workers, and interventionists to provide coordinated services to students.
3. Manage support services provided to foster and homeless youth by working collaboratively with school sites.
4. Serve as liaison between the Department of Children and Family Services, Mental Health, Probation, and National Center for Youth Law.
5. Maintains liaison with city, county, and state agencies concerning youth, including initiation and follow-up referrals.
6. Serve as a coordinator at the district level for 504 plans.
7. Support and participate in the Coordination of Services Team (COST) at all sites to help identify and address student needs holistically and ensure the overall support system works together effectively.
8. Serve as the Foster Youth Liaison and provide training to administrators, counselors, and social workers on the use of best practices and strategies to support successful outcomes for all students.
  - a. Facilitate keeping Foster Youth in their Schools of Origin and communicate awareness of foster youth laws and best practices
  - b. Evaluate need, arrange and monitor transportation and alternative transportation options.
9. Serve as the Military Liaison coordinating supports and services for students of military families.
10. Collaborate with local universities to establish MOUs and provide internship opportunities for school counseling and social work interns.
11. Provide oversight of the student referral process, collaboratively facilitate the intake process, and manage ongoing service delivery.
12. Train relevant staff in the L.A. County's Department of Mental Health (DMH) School Threat Assessment Response Team (START) process within the district in order to identify students at-risk for school wide threats, facilitate the referral process, assist with monitoring of students

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- on campus, and manage implementation of support services.
13. Collaborates with parents/guardians, educators, and community agencies to assist students with educational, career, and life planning.
  14. Ensure the implementation of the school counseling and social work programs within the District as outlined by the American School Counselor Association (ASCA) and the National Association of Social Workers (NASW).
  15. Organize developmentally appropriate and prevention- oriented group activities to meet student needs and school goals.
  16. Manage the on-site School Based Mental Health process by working collaboratively with local agencies and mental health therapists.
  17. Accurately and appropriately use assessments to ensure fidelity of structuring individual and group mental health services.
  18. Supervise the delivery of student and parent education on topics that include mental health, trauma awareness, social skills, conflict mediation, grief, drug prevention, and other social emotional issues that impact and influence learning.
  19. Manage protocols for service delivery and ensure uniformity for low-income, foster, and homeless students across school sites.
  20. Assist staff members in addressing student behavior with alternative means to suspension, in resolving welfare and attendance problems and concerns.
  21. Plan, implement, and participate in professional development as required.
  22. Provides input on District policies to meet law changes.
  23. Supervises and evaluates the performance of all assigned personnel in accordance with the district's adopted uniform guidelines for evaluation.
  24. Perform other related duties as assigned

**Minimum Knowledge, Skill and Ability**

**Knowledge of:**

- Best practices for counseling and social worker programs
- Cognitive based therapy knowledge and experience
- Trauma-informed educational practices
- Positive Behavior Intervention Supports
- Strategies and techniques used to effectively work with students and families at risk
- Human relations strategies, conflict resolution strategies, and team building principles and techniques
- High expectations for student performance

**Skill and Ability to:**

- Participate in extensive and ongoing training
- Communicate effectively in oral and written form
- Operate computer and related software as it pertains to job duties
- Maintain professional confidentiality
- Establish desirable examples for students, including appearance, grooming and personality
- Take initiative and work independently with limited direction while handling multiple tasks
- Analyze situations accurately and adopt a course of action in collaboration with the

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- Establish and maintain cooperative relationships with students, school personnel, parents, co-workers and the public
- Establish procedures and priorities; using student, school, and community data to monitor effective behavioral improvement and reform efforts, facilitating group processes, researching, interpreting, analyzing, reporting, and implementing promising practices and innovations; developing and coordinating curriculum and instruction strategies as they relate to PBIS
- Build and maintain strong relationships with families, students, and staff

**Training and Experience**

**Minimum Qualifications:**

- California Administrative Services Credential
- Pupil Personnel Services Credential
- Master's Degree in the area of special education, psychology, counseling, social work, or related mental health field
- Possession of a valid Credential
- A minimum of five (5) years successful experience in a K-8 program

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print, and allow accurate observation from a distance.
- Require the mobility to stand, run, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing, and/or pulling which does not exceed 50 pounds and is in an infrequent aspect of the job.
- May be required to work at a computer terminal for prolonged periods.
- Is subject to inside and outside environmental conditions.
- May be required to attend periodic evening meetings and/or travel within and out of District boundaries to attend meetings.
- May be required to work evenings or weekends.
- May be required to complete and pass a health screening prior to being hired as a condition of employment.
- Required to have live scan fingerprinting completed and cleared prior to being hired as a condition of employment.
- Provide own transportation to different sites (Must have valid California driver's license)

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**PHYSICAL REQUIREMENT INFORMATION**

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing			X
Walking			X
Bending (neck)			X
Bending (waist)		X	
Kneeling	X		
Reaching		X	
Stooping	X		
Crawling	X		
Twisting (back & neck)		X	
Climbing	X		
Pushing/Pulling	X		
Walking on uneven ground		X	

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<b>Equipment Use:</b>	<b>Rarely (0 – 1.5 HPD)</b>	<b>Occasionally (1.5 – 3 HPD)</b>	<b>Frequently (3 – 6 HPD)</b>
Telephone			X
Copier		X	
Computer			X
FAX Machine	X		
Radio	X		

	<b>Lifting Carrying</b>					
	<b>Rarely (0 – 1.5 HPD)</b>	<b>Occasionally (1.5 – 3HPD)</b>	<b>Frequently (3 – 6 HPD)</b>	<b>Rarely (0 – 1.5 HPD)</b>	<b>Occasionally (1.5 – 3 HPD)</b>	<b>Frequently (3 – 6 HPD)</b>
0 – 10 lbs.		X			X	
11 – 25 lbs.		X			X	
26 – 50 lbs.	X			X		
51 – 75 lbs.	X			X		

<b>Mental Demands:</b>	<b>Rarely (0 – 1.5 HPD)</b>	<b>Occasionally (1.5 – 3 HPD)</b>	<b>Frequently (3 – 6 HPD)</b>
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data		X	
Organize		X	
Write		X	
Plan		X	
Multi-Task			X