



IRVINE UNIFIED SCHOOL DISTRICT

SPECIALIST- MENTAL HEALTH/SCHOOL WELLNESS (SCHOOL WELLNESS COORDINATOR)

DEFINITION:

Under the supervision of the Coordinator-Mental Health, provides mental health support services including counseling, case management, interventions, risk assessment, crisis coordination, management and treatment plans for general education students; plans and conducts mental health trainings for students, families and staff throughout the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides direct short-term individual/group counseling and case management to students at various District school sites.
- Maintains and documents individual and group counseling logs, notes, and summaries of mental health treatments provided.
- Develops and provides treatment plans and interventions to serve students with mental health disorders.
- Participates in school site intervention teams and conducts threat/suicidal/homicidal risk assessments to promote student safety
- Provides support to site leadership in responding to crisis events with school-wide impact.
- Performs intake assessments and develop treatment plans for referred students.
- Assists parents and families in accessing and utilizing community resources; makes referrals for students and to appropriate community resources and social services.
- Provides consultation, mental health education to parents of students with mental health needs and school staff.
- Participates in professional activities, conferences and research to keep abreast of trends, practices and continued growth and development in services for students with IEPs.
- Identifies school program needs and assists in developing school strategies to meet student's needs.
- Collaborates with administrators, District staff, parents and outside mental health agencies to coordinate care and the delivery of effective mental health services for assigned student.
- Develops and coordinates prevention and wellness activities.
- Coordinates with community agencies and universities for wellness prevention and resource linkage.
- Confers and consults with administrators, teachers, staff and parents; provides interventions for teachers and staff.
- Oversees cases managed by interns and provides training to site-based mental health interns.
- Attends and participates in SST, 504 and related meetings and professional development trainings; plans and conducts ongoing specialized mental health trainings and provides mental health related assistance to District staff.
- Operates a variety of office equipment including a copier, printer, a computer and assigned software; drives a vehicle to conduct work.
- Travels to site(s) and/or perform necessary home visits and support for the purpose of providing direct treatment, consultation, and collaboration for students and families.
- Perform other duties as assigned.

QUALIFICATIONS GUIDE

Knowledge of:

- Theory and evidence based practices of counseling, ethics and associated legal confidentiality requirements.
- Therapeutic methodologies and family systems theories.
- Applicable sections of the State Education Code and other applicable laws, rules and regulations related

to assigned activities.

- Applicable diagnosis and treatment models for individuals, groups, and families.
- Diagnostic and Statistical Manual of Mental Disorders (DSM).
- Normal and abnormal child behavior, development and parent-child relationships.
- Behavior modification techniques and strategies.
- Crisis management and intervention techniques.
- School instructional and curriculum programs.
- Community referral resources.
- Effective communication strategies including verbal and written formats.
- Federal and state laws concerning family rights and behavioral health services.
- Evidence based practices and modalities (CBT, MFT, Second Step, Collaborative Problem-Solving)
- Conflict resolution and group dynamics.
- Operation of a variety of office equipment, a computer and assigned software.
- Health Insurance Portability and Accountability Act (HIPAA).
- Training and supervision techniques and best practices.
- Family Education Rights and Privacy Act (FERPA).
- Objective and measurable goal writing.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Record-keeping and report writing techniques.
- Child abuse mandated reporting policies and procedures.
- Emotional, social and mental health issues related to school aged children.
- Effective counseling strategies, child growth and developmental issues, crisis interventions.
- Child abuse mandated reporting policies and procedures.

Ability to:

- Provide applicable mental health services to individual or groups of students.
- Plan, prepare and conduct short-term individual and group therapy.
- Demonstrate specialized knowledge of the needs of students with emotional and behavioral needs.
- Make referrals to other community resources, support groups and social service agencies.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Manipulate and configure data to form statistical analysis.
- Complete work with many interruptions.
- Provide interventions to serve students with mental health disorders.
- Develop effective treatment plans and interventions for students.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Work with discretion.
- Maintain records and prepare various reports.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment, a computer and assigned software.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Communicate effectively both orally and in writing.
- Plan, develop and coordinate programs and service delivery options to meet the mental health needs of students
- Interpret, apply, explain and maintain current knowledge of applicable laws, codes, rules and regulation to assigned activities.
- Prepare and present oral presentations.
- Analyze situations accurately and adopt an effective course of action.
- Supervise, train, and monitor the performance of MSW and MFT interns.

EDUCATION/EXPERIENCE:

Any combination equivalent to: master's degree in counseling, psychology, social work or related field and three years experience working with families or school age children in an educational, individual or family therapy services setting. Experience working with "at risk" students preferred.

LICENSES AND OTHER REQUIREMENTS:

Licensed Marriage and Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), and/or Licensed Clinical Psychologist or Licensed Professional Clinical Counselor. A PPS in Counseling could be substituted for the above license with candidates understanding that they are hired into the classified service.

- Valid California Class C Driver's License

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.

- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to monitor student behavior and read a variety of materials.
- Dexterity of hands and fingers to operate assigned instructional equipment.
- Bending at the waist, kneeling or crouching to file materials.
- Sitting or standing for extended periods of time.
- Reaching overhead, above the shoulders and horizontally.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.

WORK ENVIRONMENT:

Indoor office/classroom environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:

- Contact with hostile or abusive individuals with unpredictable behaviors.

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