

NOVATO UNIFIED SCHOOL DISTRICT

POSITION:	MENTAL HEALTH CLINICIAN
CLASSIFICATION:	CLASSIFIED UNREPRESENTED
SALARY RANGE:	Range 1 – OCCUPATIONAL THERAPISTS & MENTAL HEALTH CLINICIAN SALARY SCHEDULE
WORK YEAR:	196 DAYS

DESCRIPTION OF POSITION

Under the direction of an appropriate administrator, the Mental Health Clinician will provide mental health services including ongoing counseling, consultation, mental health evaluations, treatment and case management for pupils and parents/guardians, including individuals who require Educationally Related Mental Health Services (ERMHS). This may include assessment and intervention, coordinating outside referrals to students and families for mental health services, delivering student curriculum addressing mental health issues and participating on a Student Attendance and Review Board (SARB) and Student Study Team (SST) as requested. Clinicians may serve both general education and special education students depending upon the needs of the district.

DUTIES AND RESPONSIBILITIES

ESSENTIAL DUTIES:

Provide assessments to determine if students are eligible for ERMHS and determine what level of service is needed

Participate in pupil related meetings including SST and/or Individual Education Plan (IEP) meetings

Provide direct mental health services including case management

Provide consultative support to teachers and administrators regarding social, emotional, mental health and/or behavioral issues

Act as liaison between clients, families, school personnel and community agencies

Collaborate with community-based agencies, parents, teachers, administrators, law enforcement, and SST members to identify and manage student crisis situations

Serve as a liaison to regional and community resources that provide services to students and parents for medical, psychiatric, therapeutic, and other needs

Train and supervise counseling program interns as needed

Plan and conduct tier one interventions, such as workshops for students and families, or professional development for staff

Maintain appropriate evaluation and treatment records, which may include a variety of forms, and program reports that measure student progress and program effectiveness

Conduct interviews, observations, and behavioral health assessments with students and parents/guardians

Contribute information to and provide goals for individual educational plans based on mental health and environmental considerations

Plan, prepare, and conduct groups with the purpose of improving social and emotional functioning and development

Act as an ongoing member of the school site and district crisis response teams when assigned

Implement a program that provides continuity and consistency for students, which includes creating rapport, providing a suitable environment, and utilizing strategies that promote student learning

Establish and maintain ongoing systems of communication with home, school district departments, and related agencies as necessary to support the educational needs of individual students

Ensure compliance with local, state, and federal mandates and meets SELPA, state, and federal requirements, which may include Medi-Cal billing

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ▶ Advanced specialized professional principles and practices associated with adolescent development and psychology as applicable to an educational setting
- ▶ Psychotherapy principles and practices including treatment of individuals, families and groups, community agencies and referral resources
- ▶ State Education Code as it applies to the specific accountability of this position
- ▶ General Education and Special Education learning environments
- ▶ Research methods; general and special education programs and procedures is desired
- ▶ Standard office machines including computers
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary
- ▶ Reading, oral and written communication skills
- ▶ Applicable sections of the State Education Code and other applicable laws
- ▶ Interpersonal skills using tact, patience, courtesy, and confidentiality

- ▶ Tele-platform techniques and etiquette

ABILITY TO:

- ▶ Deliver formal discussion with classroom-sized groups to resolve conflict
- ▶ Handle emotional and/or hostile interactions in a calm and professional manner
- ▶ Write reports and correspondence that may be sensitive and have legal implications
- ▶ Understand and follow complex oral and written instructions
- ▶ Relate well with students, parents, all levels of staff, and other community-based mental health professionals
- ▶ Facilitate communication with students and parents who speak languages other than English
- ▶ Work cooperatively with others of diverse cultures and socio-economic backgrounds
- ▶ Perform a variety of complex and responsible responsibilities and duties
- ▶ Read, interpret and follows rules, regulations, policies and procedures
- ▶ Communicate persuasively and tactfully and maintain a positive atmosphere for problem solving
- ▶ Learn to interpret and apply district policies and procedures appropriately
- ▶ Apply good judgment in recognizing scope of authority
- ▶ Plan, and prioritize assigned tasks to successfully meet established timelines
- ▶ Work confidentially with discretion
- ▶ Communicate effectively both orally and writing
- ▶ Establish and maintain cooperative and effective relationships with others
- ▶ Maintain complex filing systems which contain confidential information
- ▶ Read, understand and explain technical policies and material

EDUCATION AND EXPERIENCE:

Master's in Psychology, Clinical Psychology, Clinical Social Work or Counseling Psychology required

LICENSES AND OTHER REQUIREMENTS:

- ▶ Valid Marriage Family Therapy (MFT) or Licensed Clinical Social Worker (LCSW) certification/license
- ▶ Valid California Driver's License
- ▶ Department of Justice fingerprint clearance
- ▶ TB clearance
- ▶ Excellent communication skills with a record of positive and effective interaction with parents, students, teachers and administrators
- ▶ Works well with a diverse population
- ▶ Collaborative, flexible and enjoy working with all elements of the school community
- ▶ Possess characteristics of honesty and integrity with a strong work ethic

WORKING CONDITIONS:

ENVIRONMENT:

- ▶ School and Classroom Community
- ▶ Work is performed in an environment subject to constant interruptions
- ▶ May require sitting for long periods of time as well as moving across campus to various classroom and meeting room settings

- ▶ Travel between school sites may be needed
- ▶ May encounter individuals who are emotionally dysregulated

PHYSICAL DEMANDS:

- ▶ Dexterity of hands and fingers to operate a computer keyboard and other related equipment
- ▶ Seeing to read, prepare and assure the accuracy of a variety of materials
- ▶ Hearing and speaking to exchange information in person or tele-platform
- ▶ Sitting or standing for extended periods
- ▶ Pushing and pulling up to 25 pounds
- ▶ Walking, running, bending, squatting, crouching, kneeling, twisting, and stooping
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies

Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.

For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer: Director of Human Resources; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; hradmin@nUSD.org.