



## **DISTRICT ASSOCIATE MENTAL HEALTH PROFESSIONAL**

### **JOB SUMMARY**

Under the direction of the Director of Wellness and Community Outreach or designee, the District Associate Mental Health Professional shall provide direct mental health services in a Multi-Tiered System of Support while completing supervised fieldwork requirements.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Provide direct mental health services including counseling, consultation, mental health evaluations, treatment, mental health assessments and collateral case management for students, parents, and families;
- Pre-screen students for referral to outside agencies;
- Provide clinical assessments, diagnosis and propose treatment plans for students with emotional or behavioral needs;
- Conduct clinical interviews to gather information, determine the appropriate need, and develop diagnostic information;
- Conduct Risk of Harm to self and/or others assessments;
- Facilitate conflict resolution groups and special topic groups among students identified as being in need of support such as social skills, anxiety, depression, substance use concerns, anger management, grief/divorce, etc.;
- Facilitate parent conferences for the purpose of informing concerned parents about the warning signs of mental illness among youth and assisting in the support of their student's academic, behavioral, and mental health goals;
- Participate as a member of a Multi-Tiered System of Support Team and follow up on mental health services and supports;
- Attend weekly individual and group supervision in compliance with the BBS;
- Prepares reports and correspondence and maintains a variety of documentation such as charting observed behaviors, progress reports, termination of services, and treatment plans;
- Attends a variety of trainings in and outside of the district;
- Completes and compiles documentation to submit for mental health billing in a timely manner;
- Perform other related duties as assigned

### **EMPLOYMENT STANDARDS**

#### **KNOWLEDGE AND ABILITIES**

##### **Knowledge of:**

- Principals and methods of counseling and assessment of students with emotional, social, behavioral, and/or mental health needs;
- Overall growth and development of children;
- Evidence-based practices, areas of secondary curriculum, mental health interventions;
- Applicable treatment modalities and theory

##### **Ability to:**

- Provide mental health and/or case management services in a school setting;
- Establish and maintain effective and cooperative working relationships with others including administrators, teachers, staff, parents and students;
- Ability to make effective referrals to partner organizations, nonprofit and government agencies;
- Communicate and interact effectively and professionally under pressure;
- Willingness to learn therapeutic techniques in the school-setting;
- Ability to communicate effectively with diverse populations both orally and in writing;

**Ability to:** (continued)

- Ability to interact in a positive manner with students, parents, staff, and the public;
- Knowledge of effective counseling techniques and methodology with a diverse student population including elementary aged children and youth;
- Maintain professional, accurate confidential records which are HIPAA and FERPA compliant;
- Maintain professional competencies in areas of responsibility through on-going professional development, and serve as a resource to district staff regarding emerging issues or strategies for assisting students in need;
- Be accessible and approachable, with the ability to listen and be open to new ideas and suggestions regarding services and strategies;
- Access and use District-adopted web-based systems.

**EDUCATION AND EXPERIENCE**

Any combination of training, experience, and/or education equivalent to a Master's degree in psychology, mental health counseling, or social work.

**REQUIRED LICENSES AND/OR CERTIFICATES**

- Hold a current registration issued by the Board of Behavioral Sciences as an AMFT, APCC, or ACSW.
- Requires use of personal automobile, and the possession of a valid California Driver's License and proof of current and appropriate auto insurance coverage. If required to drive a District vehicle, must be insurable at standard market rates under the District's insurance policy.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential job duties and responsibilities listed above.

**Physical Demands:**—Occasionally lift, push, pull, run, carry and drag items up to 10 pounds (occasionally), up to 25 pounds (infrequently), and up to seventy-five (75) pounds (rarely); walk over rough or uneven surfaces, stand for extended periods, sitting for extended times; bending at the waist, stoop, and twist (continuously); squat, kneel or crouch, climb stairs (frequently); Grasp and manipulate materials, equipment, and supplies (frequently); climbing, reaching to retrieve and maintain files and records; reaching overhead, above the shoulders and horizontally; dexterity of hands and fingers to operate standard office equipment, computer keyboard; and other equipment necessary to complete the required duties; use hearing and speaking to exchange information in person and on the telephone (continuously);

**Working Conditions:** Indoor office and classrooms, outdoor school grounds; exposure to: office, student and playground noise, seasonal temperatures, dust and wind.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management.

Classified Bargaining Position Range 40

September 2021