

## Davis Joint Unified School District Job Description

Position: Mental Health Therapist

Classification/Calendar: Psychologist pay schedule/ 199 days

### **Summary**

The Mental Health Therapist, under the supervision of the Director of Special Education, will provide mental health services including counseling, consultation, treatment and case management for individuals and families. The mental health services may be provided at other district counseling centers, in student homes, at school sites and/or in the community.

### **Essential Duties and Responsibilities**

- Provide individual, family, and group psychotherapy.
- Make home visits to engage students and family members as needed; make visits to schools and community agencies as needed to meet with students and strengthen collaborative service efforts.
- Administers assessments (e.g. psycho/social, emotional, etc.) for the purpose of determining eligibility for services and/or evaluating the social and emotional development of students.
- Attends meetings as assigned (e.g. Individual Education Plan (IEP) as a member of the team, progress evaluations, case consultations concerning student status and treatment, staff meetings, on-site trainings, in-service meetings, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Collaborates with internal school personnel and public/private agencies (e.g. medical staff, psychiatrist, outside counseling; conducts workshops/trainings on a variety of topics related to mental health and social-emotional well-being, etc.) for the purpose of providing information and/or services to strengthen families and/or students/clients.
- Completes specific program procedures in all work assignments and adheres to ethical obligations, including client confidentiality for the purpose of providing effective mental health services.
- Coordinates with service providers such as case managers, teachers, clinical mental health services staff for the purpose of coordinating mental health plans to ensure quality treatment, delivery of services, and review/update progress.
- Develops treatment and goals for treatment plans for the purpose of providing interventions and/or delivering services in compliance with established guidelines.
- Implements classroom interventions (e.g. group/classroom calming activities, teach anger management skills and other topics, provides support to districts/schools during school crisis, etc.) for the purpose of supporting the classroom team and/or providing therapeutic interventions as needed.
- Maintains a variety of manual and electronic files and/or records (e.g. case histories and services plans in compliance with LEA Medi-Cal requirements, medical billing records, etc.) for the purpose of ensuring documentation for reference in accordance with administrative, clinical, and state legal requirements.
- Monitors direct services in the school (e.g. individual and group treatment, case management, and consultation, etc.) for the purpose of delivering effective mental health services to all clients.
- Prepares a variety of written materials (e.g. therapy notes, reports, letters, plans, psycho/social notes assessments, communication notes, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides therapeutic interventions for the purpose of addressing immediate safety concerns and/or providing support and services to improve student outcomes.
- Responds to crises within the school environment for the purpose of providing appropriate interventions outlined in the student's IEP.
- Perform other duties as assigned.

## **Qualifications**

### **Knowledge and Skills**

Demonstrated knowledge of:

- Rules and regulations applicable to providing mental health services and such services in public schools.
- Psychotherapy principles and practices, including treatment of individuals, couples, families, groups, and children. Including current methods and modalities in student treatment.
- Cognitive and behavioral therapeutic interventions for special populations
- Community agencies and referral resources.
- Diverse populations and culturally sensitive practices.
- Operating standard office equipment including using pertinent software applications; and preparing and maintaining complete and accurate records.
- Review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions.
- Medical terminology, continuum of care and utilization management.

### **Abilities**

Demonstrated ability to:

- Use data analysis tools and statistical software;
- Work successfully with administrators, teachers, students, and parents.
- Provide coherent demonstration lessons that reflect best practices in curriculum, instruction and include pre and post opportunities for discussion and assist staff in providing this same level of instruction.
- Provide staff development, which fosters sustained instructional improvement through professional staff development.
- Schedule activities, meetings, and/or events;
- Gather, collate, and/or classify data; and use basic job-related equipment.
- Independently work with others in a wide variety of circumstances.
- Work with data utilizing defined but different processes; and operate equipment using standardized methods.
- Work with a significant diversity of individuals and/or groups.
- Independently problem solve in order to analyze issues and create action plans.
- Use data and independent interpretation of guidelines to solve problems.

### **Education and Experience/ Licenses and Certificates**

A Masters Degree from an accredited university and/or college with major coursework in social work, psychology, and counseling or closely related field. At least one year full-time experience in providing mental health services, social services, case management, or counseling with children and teens under the supervision of a BBS approved supervisor.

Valid Marriage Family Therapist (MFT) or

Valid Marriage Family Child Counselor (MFCC) Certification/License or

Valid Licensed Clinical Social Worker (LCSW) or

Currently Registered Marriage Family Therapist Intern (MFTi) or

Currently Registered Associate Clinical Social Worker (ACSW)

**Working Conditions:**

Office environment.  
Classroom environment during observances.  
Occasional home visits to meet with families of students  
Interruptions and sometimes crisis situations July 2013

**Hazards:**

Possible contact with hostile or abusive individuals with unpredictable behaviors, both students and adults