

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: MANAGER – MENTAL HEALTH SERVICES

JOB SUMMARY:

Under the direction of the Assistant Superintendent, Student Services, or designee, plan, organize, manage and implement the District's clinical mental health services to provide for the delivery of mental health assessments, treatment and interventions for eligible students; participate in a wide variety of district initiated mental health initiatives and programs; collaborate and coordinate with community agencies to facilitate a continuum of care; train, supervise, support and evaluate the performance of assigned staff.

ESSENTIAL FUNCTIONS:

Plan, organize, manage and implement the District's clinical mental health services to provide for the delivery of mental health assessments, treatment and interventions for eligible students.

Supervise, train, support and evaluate the work of mental health clinicians and other assigned staff per licensing board mandates and district requirements; coordinate staff work assignments and develop employee work schedules; review work to ensure compliance with established standards, requirements and procedures.

Support staff to work collaboratively with parents and families in order to provide appropriate mental health services and to resolve concerns and inquiries.

Supervise, train and support Mental Health clinicians in the Individualized Education Plan (IEP) process and their role as service provider; attend IEPs, as needed.

Conduct meetings with mental health clinicians and support staff to supervise and review student cases, treatment plans, monitor compliance and measure progress; when adequate progress is not being made, consult with staff to address and problem solve.

Develop and implement procedures to monitor the implementation of IEP goals and services for eligible students; ensuring timelines are met and adequate progress is made per the IEP.

Support and supervise the coordination of services for eligible students with district, community and private agencies to ensure a continuum of care.

Provide resource information, education, consultative and collaborative support as a subject matter expert to mental health clinicians and district staff regarding mental health or behavioral issues in order to support the treatment process for eligible students.

Represent the District on various district and community committees, task force groups and advisory councils to discuss best practices, exchange information, resolve problems, and assess student needs pertaining to mental health.

Conduct individual and group clinical supervision, diagnostic interviews, case consultation sessions, and assessments.

Provide training and support for mental health clinicians on crisis intervention; provide post-crisis consultation and collaboration for mental health staff in order to ensure ongoing quality improvement.

Monitor budget for assigned mental health programs.

Develop and implement policies and procedures pertaining to mental health programs.

Monitor and analyze current staffing needs; project future staffing allocations.

Perform ongoing evaluation of mental health programs to monitor progress of outcomes; quality of services and changing needs of students.

Demonstrate cultural competency in relationships with students, families, and school/district officials within the academic setting by communicating with students and parents in an interpersonally skilled manner using courtesy, tact, diplomacy, sensitivity, patience and professionalism.

May develop proposals to obtain grants for specific mental health programs.

Support staff in Medical billing requirements.

Operate a computer, assigned software and other office equipment; drive a vehicle to various sites to conduct work.

Conduct needs assessments, and define and address training issues; plan, develop and deliver professional development; and sets goals for programs.

Adhere to the legal and ethical requirements and standards of the individual's licensing board, Health Insurance Portability and Accountability Act (HIPAA), and Federal Educational Rights and Privacy Act (FERPA).

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices used to plan, coordinate, manage and evaluate mental health programs.
Federal, state, and county codes, procedures, and laws related to the delivery of mental health services, Individuals with Disabilities Education Act (IDEA), Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA).
Federal and state special education laws and regulations, and California Education Code.
Clinical therapeutic and evaluation methods and techniques

Theory and practice of psychosocial rehabilitation treatment modalities such as individual and group therapy, crisis intervention, and diagnostic evaluation and assessment.
Methods and techniques used to develop treatment plans and coordinate care or mental health service programs for children and adolescents.
Psychotropic drugs and their manifestations.
Supervision, leadership and training methods and techniques.
Cultural competence, diversity concepts, and skill development pertaining to service delivery for persons of diverse backgrounds.
Interpersonal skills using tact, patience, courtesy and empathy.
Current technology and trends in the profession.
Operation of computers and software programs, including Google suite, database management and student electronic information systems.

ABILITY TO:

Plan, organize, manage and implement clinical mental health services to provide for the delivery of mental health assessments, treatment and interventions for eligible students.
Supervise, train and evaluate the work of employees in a fair and consistent manner.
Establish performance expectations and provide timely, effective and meaningful coaching and feedback that motivates employees to achieve goals and provides for skill development.
Create a positive work environment and help employees connect to District mission and goals.
Demonstrate a commitment to quality public service and advance the District's mission and goals in all interactions with students, parents and staff.
Develop and design program objectives, procedures and evaluation techniques.
Coordinate components of mental health program with other agencies and programs.
Organize and prioritize workload in order to meet timelines.
Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in challenging situations, which require a high degree of sensitivity, tact and diplomacy.
Provide prompt, efficient and responsive service.
Meet schedules and timelines.
Analyze issues and complex problems pertaining to mental health services and identify, define, and develop logical solutions and alternatives.
Analyze situations accurately and adopt an effective course of action.
Exercise appropriate judgment in answering questions and releasing information.
Analyze and project consequences of decisions and/or recommendations.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Treat students, families and fellow employees with courtesy, respect and empathy.
Establish effective working relationships with staff, employee representatives and the public representing diverse cultures and backgrounds.
Work independently with minimal direction and supervision.
Collect, compile, and analyze data thoroughly, completely, and accurately.
Prepare comprehensive narrative and statistical reports.
Operate a variety of office equipment, including computers and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a Master's degree or higher in psychology, mental health counseling, social work, or related and a minimum three (3) years' recent, full-time, post-masters' experience in a mental health program providing case management and/or counseling and crisis intervention to children, adolescents, and their families, including at least two (2) years'

experience directly supervising mental health clinicians. Experience with students in a K-12 public school setting receiving special education services is preferred. Bilingual (Spanish/Arabic) desirable.

LICENSES AND OTHER REQUIREMENTS:

Current licensure by the State of California as a Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC), or accreditation as a Child Psychologist or Child Psychiatrist.

Current registration with the California Board of Behavioral Science Examiners.

Appropriate continuing education (CE) requirements to supervise assigned staff.

Valid California driver's license and ability to maintain qualification for automobile insurance coverage.

Possession of current certification in infant, child, and adult cardiopulmonary resuscitation (CPR) and certified Multimedia First Aid Card is required from an EMSA certified provider. Online certifications are not accepted.

Maintain certification and training in Pro-Act.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a personal vehicle to conduct work.

Subject to attending meetings and conducting work during day, evening, weekend and holidays, and being on-call during off-duty hours.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and by telephone.

Dexterity of hands and fingers to operate a computer keyboard and other assigned equipment.

Seeing to monitor work environment, read a variety of materials and computer screen.

Sitting, standing or walking for extended periods of time.

Bending at the waist, kneeling, stooping or crouching to file and retrieve materials.

Reaching overhead, above the shoulders and horizontally.

Regularly lifting, carrying and/or moving objects weighing up to 25 pounds.

Physical ability to act swiftly in an emergency situation.

HAZARDS:

Contact with dissatisfied or verbally escalated individuals.

CLEARANCES:

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-Placement Physical and Drug/Alcohol Screen