



**Revised Job Description
Board Approval: October 9, 2023**

Coordinator, Mental Health Services

Definition

Under the direction of the Director of Student Services, provides leadership in mental health prevention and intervention to students in order to promote emotional health, student success, and retention; provides consultation, communicates with community partners, wellness services, ongoing case management, and a full range of socio-emotional prevention, intervention, counseling, and agency linkage to resources and performs related duties as assigned.

Essential Duties and Responsibilities

- Coordinates and directs site and/or district mental health needs/supports.
- Evaluates District Social Workers.
- Evaluates all assigned site personnel as needed.
- Supervises and directs college social work interns and postgraduate social work associates (as required by the California Board of Behavioral Sciences or Board of Psychology) who are working to gain practical, hands-on experience, and accrue required supervised clinical hours in the mental health educational field.
- Provides high quality clinical supervision per California Board requirements (Board of Behavioral Sciences or Board of Psychology) covering all aspects of the student/intern/Associate/licensed providers (any supervisee) role including clinical documentation, treatment planning, crisis response protocol.
- As part of an interdisciplinary team to help students succeed, school social workers also facilitate community involvement in the schools while advocating for student success.
- Assessment, diagnosis, treatment, and prevention of mental illness, and emotional and other behavioral disturbances.
- Manages and coordinates mental health community partnerships.
- With other management and supervisory staff, coordinates and oversees the Covina-Valley Health & Wellness Center.
- Participates in Mental Health Intervention Team, student crisis response tracking, and 504 and SST meetings as needed or as it pertains to caseload.
- Provides and facilitates parent workshops, conferences, and training.
- Provides and facilitates staff professional development, training, workshops, and conference attendance.

- Seeks, develops and monitors grant opportunities that support student's social, emotional and physical needs.
- Facilitates student, family and community outreach (outreach may be provided to all referred students, with planned programs for families, primary care providers, employers, and others).
- Develops and implements outreach programs and community partnerships.
- Ongoing development and implementation of Memorandum of Understandings with colleges and universities for internships and clinical placements.
- Provides and facilitates mental health initial screenings, crisis intervention referrals, and other early intervention services.
- Utilizes district data systems to provide programmatic decision-making.
- Assists in facilitating linkages and ensuring access to school-based and community-based services.
- Maintains and develops programs and processes for the facilitation of all mental health services.
- Works with homeless and foster youth.
- Other duties as assigned.

Required Qualifications

- A Master's Degree.
- Preliminary Administrative Services Credential Authorizing K-12 service eligible.
- Valid California Licensed Clinical Social Worker (LCSW).

Preferred Qualifications

- Pupil Personnel Services Credential.
- Bilingual (Spanish).

Knowledge of

- The National Association of Social Work Standards for School Social Work domains of practice.
 - Ethics and Values
 - Qualifications
 - Assessment
 - Intervention
 - Decision Making and Practice Evaluation
 - Record Keeping
 - Workload Management
 - Professional Development
 - Cultural Competence
 - Interdisciplinary Leadership and Collaboration
 - Advocacy
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Health, nutrition, and safety.
- Methods of observing, evaluating, and recording child behavior.
- Methods, techniques, procedures, and strategies concerning the assessment and

- evaluation of childcare programs.
- Basic supervision, including performance evaluation.

Ability to

- Work with students, parents, staff, and community agencies.
- Prepare reports and keep case records.
- Establish and maintain cooperative and effective working relationships with others.
- Ability to supervise and lead Social Work interns and Associate Social Workers
- Establish and maintain effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Train and provide work direction to others.
- Develop schedules, maintain records, and prepare reports.
- Work effectively with a wide range of clientele, including students, parents, school staff, and community agencies.
- Evaluate problems and develop options and solutions.
- Maintain confidentiality.
- Communicate effectively with students, parents, district personnel, and community – oral and written.
- Understand the physical, intellectual, social, and emotional growth patterns of students.
- Work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.

Salary

This position will be paid on the appropriate step of the certificated management salary schedule.

- 225 days, positive work year calendar
- \$115,659 - \$132,891 annual salary