

## **CULVER CITY UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SCHOOL-BASED MENTAL HEALTH COUNSELOR**

#### **BASIC FUNCTION:**

Under the direction of the Director of Student and Family Support Services and coordination of the site administrator, the School-Based Mental Health Counselor is responsible for case management, providing site-based mental health care to assigned students at the school location. Provides professional mental health services including individual, group and family therapy. May also consult about students receiving special education and intervention services at the school. Provides consultation services to the school staff to support overall mental health goals. Works collaboratively with staff to identify, assess, and intervene in personal and interpersonal problems of students and their families which affect the students' ability to function successfully in school. **May supervise interns and associates.**

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Provide initial and ongoing clinical assessment, counseling, monitoring and evaluation of students and their mental health.

Provide case management services to identified students and families.

Provide individual, group and family counseling/therapy services.

Communicate and collaborate with other staff and family members to effectively support students both in-home and in the school setting to optimize the overall progress of the student.

Meet and confer with families and other agencies in order to exchange necessary information related to mental health services and treatment plans.

Modify treatment activities and approaches as needed in order to comply with changes in students' status.

Participate as an active member of the Crisis Management Team.

Refer students and/or family members to community resources.

Participate in SST, 504, IEP, SART, SARB and other team meetings as necessary.

Conduct home visits with district staff as part of a welfare check on students' wellbeing.

Plan, develop and conduct in-service trainings and mental health service-related workshops, and provide technical assistance to staff.

Prepare and maintain all required records and reports.

##### **OTHER DUTIES:**

Perform other duties as assigned.

Adopted by the Board on January 26, 2021

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Individual and group counseling techniques.

Principles, practices and techniques related to mental health counseling for school-aged children and adolescents.

Effective and current assessments, identification and treatments for school-aged children and adolescents.

Social and emotional development of school-aged children and adolescents.

Applicable federal, state, local laws, regulations, policies, procedures and codes as it relates to providing mental health services to school-aged children and adolescents.

**ABILITY TO:**

Assess the social/emotional needs of students.

Work as part of a multidisciplinary educational support team including outside agencies.

Maintain confidentiality of student records and information.

Work independently under general supervision.

Effectively manage time and caseload in order to meet deadlines.

Establish and maintain cooperative and effective working relationships and interpersonal skills with others.

Effectively prioritize, manage and adjust to stress and changes at work as well as to competing and/or difficult situations as they arise.

**EXPERIENCE AND EDUCATION:**

**EDUCATION:**

A Master's or Doctoral Degree in counseling, psychology, clinical social work, or a closely related field from an institute of higher learning recognized by the Council of Higher Education Accreditation

**EXPERIENCE:**

Two years of professional experience in providing counseling or therapeutic mental health services to children and/or adolescents in a school and/or clinical setting is required.

**LICENSES AND OTHER REQUIREMENTS:**

One of the following: Licensed Clinical Social Worker (LCSW), Licensed Marriage & Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC), or other closely related licenses.

Valid, Class C, California driver's license.

PPS desired but not required.

Bilingual (Spanish) desired but not required.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ENVIRONMENT:**

Office, classroom and home environment.

Frequent interruptions and work in high-pressure environment.

**PHYSICAL DEMANDS:**

Sitting, standing, walking, bending and stooping for brief to long periods of time.

Dexterity of hands and fingers to follow written procedures.

Hearing and speaking to exchange information in person or on the telephone and provide assistance to students and families.

Seeing to read fine print.

Lifting objects not to exceed 25 pounds.

Driving a motor vehicle.

**HAZARDS:**

Exposure to potentially volatile and emotional students and parents.