



## Job Description

### Equal Employment Opportunity

#### **MENTAL HEALTH THERAPIST**

<b>DEPARTMENT/PROGRAM:</b> Special Education	<b>CLASSIFICATION:</b> Certificated Non-Management
<b>DIVISION:</b> Educational Services	<b>SALARY SCHEDULE:</b> Psychologists & Mental Health Therapists
<b>REPORTS TO:</b> Assigned Supervisor	<b>SALARY RANGE:</b> As Assigned
<b>APPROVAL DATE:</b> 5/3/2018	<b>WORK YEAR:</b> 192
<b>REVISION DATE:</b> 6/3/2025	<b>FLSA:</b> Exempt

#### **PURPOSE STATEMENT:**

Under the direction of assigned supervisor, the Mental Health Therapist performs a variety of mental health services to students who qualify for special education and mental health services (including therapy, consultation, student status, and treatment); communicating information to staff, the public, and other districts; and providing information and/or direction as may be requested. This position provides mental health assessments to students to determine if they qualify for Educationally Related Mental Health Services (ERMHS); write up mental health goals for the IEPs; and respond to crisis calls, including risk assessments for safety concerns. The incumbents in this job perform work that assists Yolo County Office of Education in achieving its mission to provide inspiration, leadership, support, and advocacy that ensure equity and access to high-quality education for all students.

#### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Administers assessments (e.g., psychosocial, emotional) to evaluate the social and emotional development of students and/or determining eligibility for services.
- 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) to convey and/or gather information required to perform functions.
- Collaborates with internal school personnel and public/private agencies (e.g., medical staff, psychiatrists, outside counseling); conducts workshops and trainings on a variety of topics related to mental health and social-emotional well-being) to provide 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, to provide effective mental health services.

- Coordinates with service providers such as case managers, teachers, and clinical mental health services staff to coordinate mental health plans to ensure quality treatment, delivery of services, and review/update progress.
- Develops treatment plans and goals for treatment plans to provide interventions and/or deliver services in compliance with established guidelines.
- Implements classroom interventions (e.g., group or classroom calming activities, teach anger management skills and other topics, provide support to districts/schools during school crisis) to support the classroom team and/or provide therapeutic interventions as needed.
- Maintains a variety of manual and electronic files and/or records (e.g., case histories and service plans in compliance with LEA Medi-Cal requirements, medical billing records) to ensure 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, consultation) to deliver effective mental health services to all clients.
- Prepares a variety of written materials (e.g., therapy notes, reports, letters, plans, psychosocial notes, assessments, communication notes) to document activities, provide written reference, and/or convey information.
- Provides therapeutic interventions to address immediate safety concerns and/or provide support and services to improve student outcomes.
- Responds to crises within the school environment to provide appropriate interventions outlined in the student's IEP.

#### OTHER DUTIES:

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the County, including various mandatory County trainings.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Knowledge of:**

- Ability to demonstrate broad knowledge of complex system organizations, educational law, classroom and behavior management, including students with disabilities and models for best practices
- Working with the social, emotional, physical, and mental health needs of children, adolescents and families
- Current methods and modalities in student and adolescent treatment and recommend continuum of care
- Support services for at-risk, low-income, and low-performing students
- Computer usage, including pertinent software
- Interpersonal skills using tact, patience, and courtesy
- Medical terminology and effective oral and written communication skills
- Laws and legislation related to minors and mental health, mandated reporting and confidentiality laws

#### **Skills and Abilities to:**

- Analyze situations accurately, and adopt an effective course of action.
- Collaborate to problem solve, coach, train, and communicate with students in a way they

understand and will respond to

- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Plan, organize, and coordinate the development, implementation, enhancement, and improvement of learning support services for students with academic, behavior, attendance, and/or social/emotional concerns
- Adapting to changing work priorities; ability to organize work projects, establish priorities and meet deadlines in a timely manner
- Flexibility is required to independently work with others in a wide variety of circumstances.
- Communicate effectively, both orally and in writing
- Implement crisis intervention strategies and best practices
- Observe and accurately interpret human behavior to adopt an effective course of action
- Operate standard office equipment, including using specific pertinent hardware and software applications
- Prepare and maintain complete and accurate records and maintain confidentiality of information
- Gather, review, analyze and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions
- Solve problem with independent interpretation of guidelines
- Working autonomously and in cooperation with others and as part of a team; building collaborative relationships
- Establish and maintain effective working relationships with diverse array of individuals and organizations
- Meet State and County standards of professional conduct as outlined in Superintendent/Board Policy

## **JOB QUALIFICATIONS / REQUIREMENTS:**

### **EDUCATION AND EXPERIENCE:**

Master's degree in job-related area. Job-related experience within a specialized field is required.

### **EQUIVALENCY:**

Not applicable.

### **LICENSE/CERTIFICATIONS:**

- Valid, current California Driver's License
- Evidence of Insurability
- Current License as a Clinical Social Worker, Marriage and Family Therapist, or Clinical Psychologist License
- Pupil Personnel Services Credential (School Counseling, School Social Work, or School Psychology) issued by the State of California

### **OTHER EMPLOYMENT REQUIREMENTS:**

- Criminal Justice Fingerprint /Background check
- Tuberculosis and subsequent renewals

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Job is performed in an indoor office environment under conditions with exposure to risk of injury and/or illness
- Some lifting, carrying, pushing, and/or pulling
- Some stooping, kneeling, and/or crouching
- Frequent sitting, frequent walking, and occasional standing