

GRIZZLY CHALLENGE CHARTER SCHOOL
CLASSIFIED JOB DESCRIPTION

CLASS TITLE: Mental Health Therapist

BASIC FUNCTION:

Under the supervision of the Director of Grizzly Challenge Charter School, provides educationally related mental health services including assessment, individual and group counseling services to students and families with emotional and behavioral needs.

ESSENTIAL DUTIES:

Provide individual, group, and family counseling services to students who self-refer or are referred by a parent, teacher or administrator for issues related to mental health.
Participate in the intake process in the evaluation of problems presented and in the development of treatment plans
Complete treatment plans, updates, consent for mental health services authorizations, and all documentation requirements.
Identify and provide intervention strategies for children and families.
Provide crisis support through behavioral interventions.
Provide consultative/collaborative support to teachers, administrators, and parents regarding mental health or behavioral issues.
Perform screenings, evaluation, assessments, and recommendations for services.
Participate in IEP's and 504's. Create social emotional goals for IEPs, monitor progress and collect data related to these goals.
Attend staff meetings and clinical supervision meetings.
Provide consultation for school staff regarding mental health issues.
Interpret modern methods of treatment for emotional and environmental problems.
Prepare records and reports. Maintain case files and submits clear and accurate records and forms as required.

OTHER DUTIES:

Perform related duties as assigned within the scope and skill set of the classification.

KNOWLEDGE OF:

Counseling, psychotherapy and various treatment modalities.
Biological, behavioral, and environmental aspects of emotional disturbances, mental disability, and/or substance abuse.
Principles, practices and procedures involved in the development and implementation of Grizzly Challenge Charter School programs, projects, services, plans, strategies, goals and objectives.
Problems and concerns of students with special needs, diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
Policies and objectives of assigned programs and activities.
Oral and written communication skills.
Federal and state laws and regulations, and all district policies, rules, procedures and guidelines.
Correct English usage, grammar, spelling, punctuation and vocabulary.

Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public relations techniques.
Record-keeping and report preparation techniques.

ABILITY TO:

Build rapport with at risk youth.
Work with a diverse group of people.
Work within a multi-agency partnership.
Communicate effectively both verbally and in writing.
Maintain regular and reliable attendance.
Work independently, prioritize and manage multiple tasks.
Understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
Exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
Manage and prioritize multiple tasks.
Apply time management, conflict resolution and team building skills.
Establish and maintain effective working relationships with peers, supervisors, private industry, students, and the public.
Work effectively and professionally with students, families, employers and institutions of higher education.
Communicate effectively both verbally and in writing.
Prepare and maintain accurate and complete records and reports.

QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Must be a current Licensed Marriage Family Therapist (LMFT) or Clinical Social Worker (LCSW) or eligible to receive full licensure within the current school year.
At least one year experience providing therapeutic services to at-risk teenagers.

WORKING CONDITIONS:

ENVIRONMENT:

School or office environment.

PHYSICAL DEMANDS:

Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time.
Facility to see and read and distinguish colors, with or without vision aids, a computer screen, laws and codes, and other printed materials.
Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.

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

Hearing and speaking to exchange information in person or on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Physical agility to lift 15 pounds to shoulder height.

Lifting, carrying, pushing or pulling light objects.

HAZARDS:

Contact with dissatisfied or abusive individuals.

7/31/18