

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

JOB TITLE: Mental Health Specialist

REPORTS TO: Assistant Superintendent or Designee
SUPERVISES: No supervisory responsibilities

DEFINITION:

Under the supervision of the assigned Administrator, the Mental Health Specialist is primarily responsible for helping students to succeed academically, socially, and emotionally by providing outreach, prevention, evaluation, intervention, education, and case management. Collaborate with educators, parents, and other professionals to create a safe, healthy, and supportive learning environment, complying with Federal and State laws and the Individuals with Disabilities Education Act (IDEA).

EDUCATION AND EXPERIENCE:

Required:

1. Bachelor's degree or higher in psychology, education or related field.
2. Two or more years of experience providing mental health related services or supports to school age children.
3. Valid California Driver's License.
4. Crisis Prevention Intervention (CPI), CPR, and ASIST or commensurate certification must be earned within 130 days of employment.
5. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.
6. First Aid and CPR certification (provided by SLOCOE) must be obtained within 130 days of employment.

Desired:

1. Certification as a Psychiatric Technician, School Counselor, or other related mental health license.
2. Coursework in psychology, applied behavior analysis (ABA) and/or school counseling.
3. Bilingual Spanish.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Within scope of certification, training, and education: prevention, screening, evaluation, case management, crisis intervention, and counseling techniques.
2. Evidence-based practices of positive behavior intervention.
3. Trauma informed practices.
4. Current state and federal special education regulations; applicable laws, codes, regulations, policies, procedures.
5. Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of County students.
6. Policies and objectives of assigned programs and activities.
7. Oral and written communication skills.
8. Record-keeping and report preparation techniques.
9. Basic public relations techniques.

ABILITY TO:

10. Work harmoniously and effectively with students, parents and all stakeholders.
11. Work effectively with all segments of the education community, the general public, and diverse cultural populations and individuals in a manner that achieves district goals.

12. Effectively engage students.
13. Liaise with Law Enforcement, Mental Health Evaluation Team, hospitalization units, and/or residential care facilities.
14. Demonstrate highest standards of integrity, honesty, ethics, confidentiality and professionalism.
15. Prepare and confidentially maintain required narrative and statistical records, reports and files related to assigned activities.
16. Work independently; be self-regulated and self-disciplined while following general direction in an effective manner.
17. Stay abreast of effective interventions, innovations, and practices related to educationally related mental health services.
18. Monitor and adjust activities in response to school, student and family needs.
19. Provide student supervision. Transport students for field trips and outings in company vehicle as needed.
20. Utilize the least restrictive or intensive interventions with students.
21. Interpret, apply and explain rules, regulations, policies and procedures.
22. Collaborate with all Individualized Educational Plan team members.
23. Communicate effectively both orally and in writing.
24. Establish and maintain cooperative and effective working relationships with others.
25. Participate in assessments, advisory committee, Individualized Education Plan (IEP) meetings, and child-family team meetings.
26. Operate a computer and assigned office equipment.
27. Analyze situation accurately and adopt an effective course of action.
28. Meet schedules and timelines.
29. Plan and organize work.
30. Maintain punctual and consistent attendance.
31. Work the Extended School year as needed.

ESSENTIAL FUNCTIONS:

1. Provide consultative/collaborative support to teachers, administrators, and parents regarding mental health or behavioral issues, understanding cultures and substance abuse.
2. Provide crisis support through behavioral interventions, assisting students to maintain/obtain/regain success in their academic and social environments.
3. Provide classroom/school support and interventions for students to promote generalization of skills.
4. Liaise with Law Enforcement, Mental Health Evaluation Team (MHET), hospitalization units and residential care.
5. Maintain the confidentiality of student records and information.
6. Attend and participate in various in-services, committees and workshops. Develop, implement and conduct in-service training sessions for parents and staff.
7. Participate in assessments, advisory committee, IEPs and child-family team meetings.
8. Create and facilitate group and recreation therapy activities, such as group fitness classes, social skills building groups, personal hygiene training, etc.
9. Provide case management. Coordinate care with community resources and services (e.g. FCNI, FSP, TBS, County Behavioral Health, THMA, CAPSLO, DSS, CASA, psychiatrists).
10. Administer daily medication to students and coordinate medication administration with school nurse, families, and physicians under the direction of the school nurse and supervisor.
11. Perform related duties as required within the scope and skill level of the classification.

ENVIRONMENT:

1. Inside work in offices or classrooms and some outside work with exposure to weather conditions during outdoor activities, or home visits.
2. Possible contact with hostile or abusive students or adults with unpredictable behaviors.
3. Interruptions occasional crisis or emergency situations.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Seeing to read a variety of materials.
3. Sitting or standing for extended periods of time, and in various locations, including the floor and child sized chairs.
4. Hearing and speaking to exchange information.
5. Climbing stairs, ladders, and various play structures.
6. Physical ability to move continuously and quickly throughout the day and to run short distances.
7. Dexterity of hands and fingers to operate specialized medical equipment.
8. Bending at the waist, kneeling or crouching to assist students.
9. Reaching overhead, above the shoulders and horizontally.
10. Walking on uneven terrain.
11. Sitting or standing for extended periods of time.
12. Ability to implement Crisis Prevention Intervention

HAZARDS:

1. Potential for contact with blood and other body fluids, which may contain bloodborne pathogens and communicable infectious diseases.
2. Potential exposure to verbal abuse and aggressive student behaviors (hitting, biting, scratching, kicking, etc.)
3. Exposure to extreme temperatures.

Grade Allocation: Grade 32	Accountability of time: Assigned Administrator
Adopted: 5/22/2019	Tasks assigned by: Assigned Administrator
Revised: 8/2019, 8/2020	Evaluated by: Assigned Administrator
	Hiring authority: Assigned Administrator