

JOB TITLE
MENTAL HEALTH COUNSELOR

DIVISION
ADMINISTRATION

REPORTS TO
DESIGNATED DIRECTOR

SALARY SCHEDULE & GRADE
I I, GRADE 6

LENGTH OF WORK YEAR
195 DAYS

DATE
JULY 1, 2009

SCOPE OF RESPONSIBILITIES

Assumes responsibility for all collaborative functions related to receiving referrals, obtaining parental permissions, engaging students in counseling, and coordinating resources based upon student need; performs school-based individual and group counseling services.

PERFORMANCE RESPONSIBILITIES

1. Identifies difficulties which interfere with students' attendance, adjustment, and achievement in school by utilizing established school referrals.
2. Consults with referral team when gathering information to identify specific student problems.
3. Contacts parents to obtain signed permission to work with the student and further assess student needs.
4. Provides individual or group counseling for referred students to address specific social/emotional needs and continues to assess student progress.
5. Develops intervention strategies and coordinates with appropriate school, district, and community resources.
6. Works with parents to help increase their understanding and constructive participation in appropriate efforts to help alleviate student's problems.
7. Assesses needs of student population and develops group counseling sessions.
8. Maintains counseling records and statistical data for evaluation purposes.
9. Coordinates with school administration, grant administration, and evaluator to maintain best services and procedures for the needs of the students referred and for the program itself.
10. Performs other duties as assigned by the designated director.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. State credential in School Social Work, School Counseling, School Psychology, Clinical Psychology or Counseling Psychology
2. Three (3) years successful experience in mental health and/or behavioral counseling with elementary-aged children

DESIRABLE QUALIFICATIONS

1. Master's Degree and credential in Social Work, Psychology, or Mental Health Counseling
2. Experience with family substance abuse counseling, family counseling, and case management
3. Knowledge of local community referral sources

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