JOB DESCRIPTION: SCHOOL BASED MENTAL HEALTH SPECIALIST

Date: August 2020
Grade: 5T or 6T
Location: Integrated supporting school districts throughout catchment area
Supervisor: Regional Director or designee
Exempt: Yes

GENERAL PURPOSE: The goal of the School-Based Mental Health Specialist (SBMHS) is to provide high-quality behavioral health outreach, linkage, consultation, and collaboration between community mental health center and school districts. The School-Based Mental Health Specialist has the ability to work broadly on systemic issues within schools and school districts as well as work closely with internal and external stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides the school districts and individual schools with consultations, education, referrals, planning, information and other needed mental health services which are tailored to each district, depending on what they need.
- Provides school districts education on the Mental Health Toolkit which will include the 6 Steps to Change along with Sources of Strength. The SBMHS will train on how they can access the toolkit and provide guidance to schools from identifying a champion at the school through implementing specific interventions to follow up.
- Utilizes a 3-tiered approached to offer the inclusive service array of Social-emotional & Psycho-educational groups, depending on need of student population, the SBMHS can target specific needs such as grief support, coping skills, social skills, and self-esteem.
- Refers to and collaborates with local mental health service agencies coordinate services for students should they require more in-depth therapeutic intervention. The 3-tiered approached will be modeled by:
  - Identifying the needs of each school district along with individual needs of each school for those needing mental health services. This will include a needs assessment for education, training, areas of weakness (safety awareness, specific symptoms of depression, how to education on acts of bullying, etc), strengths to focus on, collaboration and communication with staff, students and community partners to achieve student and school successes.
  - Assessing any specific model the schools have used in the past to determine success or failure. Providing access and training through the Mental Health Toolkit from development through implementation and follow up.
  - Training and technical assistance support based on the need to each of the involved schools at least once a week throughout the school year to promote cultural and procedural change by utilizing techniques from the Mental Health Toolkit and through Sources of Change.
- Supports school districts in the use of technology to connect youth to mental health services, provide any training and guidance needed to support the teletherapy services at school, in the home, and in the community.
- Works with mental health first aid instructors, sources of strength instructors, school-based clinicians, school based health clinics, and the continuum of providers in our communities to support youth, their families, and educators as they transition in a variety of learning options and changes in the educational system.
- Works to support connections with peers and trusted adults as students and their families manage the challenges and changes related to loss of work, changes in the educational system, and social isolation.
- Maintains records as required and completes all reports and data submission requests in a timely manner.
- Facilitates the development of mental health and substance use prevention activities, both with individual
students and in groups. Facilitates the development of social emotional skill groups with an emphasis on increasing self and social awareness, emotional self-regulation, constructive relationships, and healthy decision making.

- Maintains professional licensure and certifications as required for the program
- Attends staff meetings, in-service meetings and peer reviews, supervision sessions, and other meetings as requested/required
- Works cooperatively and constructively as part of an interdisciplinary team

Center-Wide Essential Duties and Responsibilities

- Responsible for keeping client information confidential by adhering to Colorado law and policies and procedures for the Center.
- Responsible for compliance with applicable federal, state and local laws; professional practice acts and ethical guidelines; policies and procedures of the Center; and contractual guidelines.
- Responsible for supporting the Center’s Vision, Mission, Values and Beliefs by practicing and modeling a culture of wellness within a One Team Mindset.
- Completes all administrative paperwork and Qualifacts documentation/time sheet (billing and personnel/payroll) as requested/required
- Completes required competency training in Essential Learning and additional training as requested or selected by supervisor
- Reviews and acknowledges Center policies and procedures as requested/required

MISC. DUTIES AS ASSIGNED

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

SUPERVISORY DUTIES: None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education or Formal Training:
- Master’s level degree in one of the recognized mental health professions required
- Colorado License preferred (LPC, LCSW, LMFT); must be license eligible
- Training in conducting diagnostic evaluations to establish differential diagnosis and treatment plans
- Experience with youth facing challenging situations
- Experience in a school based program preferred

Knowledge, Skill and Ability:
- Ability to work effectively with youth facing challenging situations
- Ability to conduct integrated assessments, mental status exams, differential diagnoses, service planning, case management and treatment
- Ability to summarize service themes from a variety of client contacts and communicate suggested improvements for service delivery
- A working knowledge of individual, group, family and crisis treatment approaches and their application to students with emotional, behavioral and/or substance use disorder problems
- Ability to communicate verbally and in writing in regards to youth needs and progress
- Ability to think and act quickly and calmly in emergency situations
• Ability to assess level of risk and make appropriate clinical judgment for resolution of client emergencies to effect a safe outcome
• Ability to communicate with community service agencies (i.e., schools, social services)
• Basic Microsoft computer and keyboarding skills
• Ability to enter data in The Center’s computerized record keeping system
• Ability to travel to other Center offices
• Ability to work independently as well as cooperatively and constructively as part of an interdisciplinary team
• Ability to think critically and independently
• Ability to realize and activate potential in every interaction, every day
• Ability to adapt to change in the workplace
• Ability to use change as an opportunity for innovation and creativity
• Ability to inspire and model collaborative teamwork

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• Works extended hours in front of a computer monitor
• Required to talk and hear
• Often requires sitting and use of hands and fingers, to handle or feel
• Occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl
• Vision abilities required by this job include close vision
• The noise level in the work environment is usually quiet to moderate
• May need to provide services in noisy and unclean locations in the community
• Requires use of personal vehicle
• Provides services in schools or other places in the community
• Ability to lift 10 pounds on a regular basis and over 25 pounds occasionally

I have read this copy of my job description, discussed it with my supervisor and understand my responsibilities.

________________________________________  __________________
Signature                             Date

The Center for Mental Health employment is at-will meaning the employment relationship may be terminated by either the employee or employer at any time, with or without cause or prior notice.