



COTATI-ROHNERT PARK
UNIFIED SCHOOL DISTRICT
Learning for a Lifetime

JOB DESCRIPTION

POSITION

Mental Health Social Worker and Licensed Clinical Social Worker

DEFINITION OF POSITION

The primary responsibility of this position is to help students succeed academically, socially, and emotionally, through individual and group counseling and by collaborating with educators, parents, and other professionals to create a safe, healthy, and supportive learning environment that strengthens connections between home and school.

Under direction of Director of Special Education, work as part of a multi-disciplinary team to provide mental health services and related social services to students/families. Work collaboratively with school site principals, teaching staff, school psychologists and behavior specialists to deliver comprehensive services to children with acute situational emotional needs and to those students who are eligible for Educationally Related Mental Health services (counseling) as part of their Individualized Educational or Section 504 Plans. Provide consultation to school site administrators and staff on effective interventions for students experiencing emotional and/or behavioral barriers to learning.

EXAMPLES OF DUTIES, but are not limited to:

- Provide Educationally Related Mental Health Services (ERMHS) in either small groups or individual counseling sessions to work on skills identified as goals through IEP
- Provide counseling services for students as party of 504 plans when mental health services are identified as a disability-related need by the 504 team
- Consult with teachers, administrators, and other school staff regarding social, behavioral and emotional needs and make recommendations in developing behavioral/counseling interventions.
- Provide support in the development of suicide prevention efforts/programming
- Provide support in the coordination of crisis response/implementation of mental health services following a traumatic event impacting students and staff.
- Coordinate with outside therapists and providers
- Provide ongoing communication with students' parents/guardians to inform of student's

progress, areas of difficulties and any changes or situations in home life that may affect school performance.

- As necessary/appropriate, supervise and evaluate mental health interns.
- Maintain confidential records and documents on activities and provide written reports as required.
- Submit forms, evaluations, and reports as required by the federal and state agencies and the District.
- Participate in IEP meetings and process (update present levels of functioning, identify areas of social-emotional/behavioral need, development of goals, progress monitoring)
- Participate in student study team (SST) meetings and 504 meetings, as appropriate (high-risk mental health symptoms, students with outside mental health diagnoses, etc.)
- Attend all required meetings and trainings
- Support with training staff on risk assessments and conduct risk assessments as needed for students expressing suicidal ideation
- CPS Reporting and Mandated Reporting
- Perform related duties as assigned

DESIRABLE QUALIFICATIONS

Knowledge of:

- Applicable laws, codes, regulations, policies, and procedures governing scope of work. Principles and practices of social casework, including group work and community organizations. Principles and practices of effective leadership.
- Principles and practices of supervision and evaluations.
- Diagnostic and Statistical Manual of Mental Disorders.
- Physical, intellectual, social, and emotional growth patterns of students.
- Diverse academic, socio-economic, cultural, disability and ethnic backgrounds of District students.
- Interviewing techniques and interpersonal skills using tact, patience, and courtesy. Research methods, report writing and record-keeping techniques.
- Correct English usage, grammar, spelling, and punctuation.

Ability to:

- Consistently interpret, implement and maintain knowledge of applicable laws, codes, policies, procedures, and District regulations governing scope of work.
- Plan and organize work.
- Communicate effectively in English orally and in writing.
- Analyze situations accurately and adopt effective courses of action.
- Work independently, confidentially and with discretion.
- Maintain current knowledge of new developments and research in the field.
- Meet schedules and timelines.
- Establish and maintain effective working relationships among students, parents and District staff.

- Follow oral and written instructions.
- Compile and analyze information and prepare reports.
- Operate personal computer, related software, and other office equipment.
- Work successfully with diverse groups across race, ethnicity, religion, gender, class, and sexuality · Identify and resolve school site health and safety issues in a timely manner · Manage multiple projects simultaneously
- Complete work as directed despite frequent interruptions
- Prepare and deliver clear and concise presentations to a variety of audiences
- Develop and implement training and evaluation programs
- Supervise and evaluate assigned staff

MINIMUM QUALIFICATIONS and EXPERIENCE

- Valid California Pupil Personnel Services Credential with authorization as School Social Worker and/or School Psychologist OR Licensed Clinical Social Worker (LCSW) OR Licensed Marriage and Family Therapist (LMFT) with school based counseling experience.
- Valid California Driver's License and Employment eligibility that may include fingerprints, tuberculosis and/or other employment clearance.
- Experience working with children in an educational setting.

ENVIRONMENT

Office environment, school site, driving a vehicle to conduct work; fast-paced work; constant interruptions; potential exposure to violent and emotional students and dissatisfied adults

