



Job Description

POSITION CODE: 621
Classified Group: CSEA
Salary Range: 51
Work Days: 261
Page 1 of 3

POSITION TITLE: Mental Health Therapist

DEFINITION: Under general supervision, provides mental health services including counseling, consultation, assessment, evaluation, treatment, and case management for individuals and families; ~~and performs related duties as required~~; assists with program planning, assessment, feedback, supervision, mentoring, writing reports, and contract administration; ***maintains records and database of all clients served.*** Mental health services may be provided at the White House Counseling Center, at other district counseling centers or offices, in student homes, at school sites, and/or in the community.

DIRECTLY RESPONSIBLE TO: Departmental Director, or Designee

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Provides direct mental health services including counseling, consultation, assessment, evaluation, treatment coordination, individual/group therapy, collateral and rehabilitation services, and case management/brokerage for individuals and families.
2. Acts as a liaison between client, families, school personnel, and community agencies.
3. ***Coordinates and*** trains program interns.
4. Plans and conducts training and workshops for staff and parents.
5. Assists in providing case management.
6. Provides feedback to administration regarding program operations.
7. Provides referrals to appropriate in-district and community resources.
8. Completes and submits a variety of forms, evaluations, and program reports.
9. May serve on various related committees.
10. Attends program related meetings, training, and workshops.
11. Participates in inter- and intra- agency planning and staff meetings related to clients.
12. Provides outreach casework and support services including home visits, individual and group counseling, individual and family intervention.
13. Maintains appropriate assessment, evaluation, and treatment records.
14. Co-signs for the work of trainees and interns as appropriate.
15. May plan/conduct/oversee additional counseling center activities as required (White House Counselors only).
16. May provide supervision of unlicensed therapists and subordinate staff (White House Counselors only).
17. May plan and conduct in-house utilization reviews (White House Counselors only).
18. May provide site supervision as needed (White House Counselors only).
19. ***Performs related work as required.***

QUALIFICATIONS

Education and Experience:

Master's Degree or higher in counseling, psychology, clinical social work, or a closely related field.

Licenses and Certifications:

- Must possess **a valid** California licensure in marriage and family therapy, social work, or psychology
- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of laws, rules, and regulations applicable to providing mental health services
- Knowledge of psychotherapy principles and practices, including treatment of individuals, couples, families, and groups
- Knowledge of interviewing techniques
- Knowledge of community agencies and referral resources
- **Knowledge and skill in use of computers and assorted software programs**
- Ability to work effectively with children, adolescents and adults, group home and school staff, and agency representatives
- Ability to communicate effectively both verbally and in writing **with administrators, staff, students, and the community**
- ~~Ability to speak effectively in public~~
- Ability to read, interpret and explain policies, programs, and reports
- Ability to **understand and** follow oral **verbal** and written instruction ~~with a minimum of direction;~~
- Ability to work independently, **with minimum direction**, and make decisions within the framework of established guidelines
- Ability to establish and maintain records **and maintain a confidentiality of privileged information obtained in the course of work**
- Ability to analyze and determine appropriate methods and interpret and apply guidelines to accomplish goals
- Ability to establish priorities and **meet** deadlines
- Ability to formulate and implement treatment plans
- Ability to analyze and resolve problems with tact and diplomacy
- Ability to plan, provide feedback, and assess program
- ~~Ability to assist with supervising and mentoring staff;~~
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS

Work Environment:

- Indoor office, classroom, or home environment
- **Moderate noise**
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information in person, **in small groups**, and/or on the telephone
- ~~hearing and speaking to model clear English speech;~~
- ~~prepare and~~ Inspect documents and other written materials **with fine print**
- Operate office and communication equipment requiring repetitive hand movement and fine coordination

- **Move about school, facilities**, county agency offices, and participant homes **to conduct work including** remaining in a stationary position for ~~extended~~ **long** periods of time ~~sufficient mobility to visit district sites, county/agency offices and participant homes.~~

Other Characteristics:

- Willingness and ability to work **additional hours** and/or evenings **on occasion**

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 3/12/2002
Revised: 7/19/2011
Revised: TBD

DRAFT