



Sequoia Union High School District

Job Description

JOB TITLE:	Mental Health Services Caseworker
ADMINISTRATIVE RELATIONSHIP:	Reports to the Coordinator of Special Education
CLASSIFICATION:	Classified Management
REQUIREMENTS	Requires a Masters Degree from an accredited university and/or college in social work, psychology, counseling or closely related field. At least one year of full-time experience in providing mental health services, social services, case management, or counseling with children or adolescents under the supervision of an approved supervisor. Must hold a valid license as a Marriage Family Therapist (MFT) or a Marriage, Family and Child Counselor (MFCC) or a valid Licensed Clinical Social Worker (LCSW) and/or a Credential in School Psychology or Social Work.
SALARY SCHEDULE:	Management, Range VIII
WORK - YEAR / HOURS:	222 days
LOCATION:	Various
BOARD APPROVAL:	November 5, 2014

BRIEF DESCRIPTION OF POSITION

Under supervision and direction of the Director of Special Education, provides counseling and support of mental health special education services for students with Individual Education Plans (IEPs) in the Sequoia Union High School District, to include individual counseling, group counseling, positive behavior support interventions; parent education; staff training; and family support.

DUTIES AND RESPONSIBILITIES

Mental Health Services

- Provide direct mental health services including counseling, consultation, treatment coordination, individual/group therapy; and case management for individuals and families.
- Provide consultative support as a mental health expert to teachers, administrators, and parents regarding mental health or behavioral issues, cultural and disability awareness, and adolescent development.
- Provide information and support to teachers and administrators regarding classroom environment and school climate responsive to the needs of students.
- Act as a resource to Local Education Agency (LEA) staff members regarding mental health services and the transition process for students requiring other services.
- Review referrals of students who need intensive mental health services to ensure that Least Restrictive Education (LRE) options have been considered and SELPA criteria has been met.

- Provide outreach, case management and support services including home visits, and individual and family intervention.
- Participate in IEP meetings of students receiving or recommended for mental health supports and provide case management services for IEP-driven placements.
- Maintain and facilitate communication with and between families and school staff.
- Develop transition plans for returning students and assists with implementation and monitoring.
- Collect data and prepare a variety of reports, including detailed case histories, assessment and intervention records, and treatment plans.

Training and Professional Development

- Assess training needs of parents and members of the IEP team.
- Collaborate with Special Education administrators to design, coordinate and deliver professional development related to mental health issues and services to members of the educational team.
- Attend and participate in a variety of meetings, workshops, and conferences.

Other Duties

- Operate a computer and assigned software.
- Provide supervision of unlicensed therapists and interns.
- Work with Site staff and Coordinator of Special Education to transition students into the high school setting.

Knowledge of:

- California Master Plan for Special Education and the federal Individuals with Disabilities Education Act (IDEA)
- Mental health related community and state resources
- Behavioral change theories and practices including early intervention positive behavior supports, tiered intervention practices, and cognitive therapies
- Effective staff development methods
- Special education programs and the IEP process
- Special needs students and their behaviorally or educationally based mental health needs.

Skill and Ability to:

- Establish and maintain effective working relationships with individuals and groups
- Conduct effective meetings and conferences
- Communicate concepts and information accurately, both orally and in writing, including the preparation of formal reports, case histories, assessment, and intervention records
- Demonstrate effective liaison relationships with parents, schools, and agencies
- Coordinate activities from many sources for the benefit of an individual student
- Organize work and provide effective services within a limited timeframe
- Develop, coordinate, and deliver relevant training to parents and professional development to staff and assist with program development.

Other Characteristics

Possession of a valid California driver's license and/or be able to provide own transportation in conduct of work assignments (mileage reimbursed); willingness to travel as needed.