

## **COUNSELOR, MENTAL HEALTH SERVICES**

### **BASIC FUNCTION:**

Under the direction of the Director of Pupil Personnel Services, to provide itinerant counseling services to District students on an Individual Education Plan (IEP) referred for assessment and assistance with identified mental health services; identify emotional needs of students with disabilities; and develop therapy goals and objectives for implementation through the Individual Education Plan.

### **REPRESENTATIVE DUTIES:**

Identify mental health needs of students and oversee the implementation of IEPs.

Participate in case conferences, IEPs, and other meetings.

Travel from site to site and /or perform necessary home visits to provide direct treatment, consultation and collaboration for students and families.

Participate in the team approach in providing mental health services to qualifying students and ensures that services are available to students in designated schools.

Maintain ongoing treatment notes; observes and records student behavior to ensure the effectiveness of plan; provides clinical case management.

Prepare reports, documents to support psychological counseling services for students

Provide in-service training to parents, community agencies, students, district personnel and others.

Complete paperwork to support mental health billing, Medi-cal, and LEA billing when applicable in a timely manner

Provide individual, group counseling services.

Develop and maintain psychological counseling intervention programs to meet student needs.

Make recommendations regarding educationally related mental health services

Meet with students and parents to discuss interventions and program options.

Collaborate and communicate with school psychologists and mental health psychologists on an ongoing basis.

Demonstrate sensitivity to various family and cultural patterns in counseling sessions.

Demonstrate knowledge of child growth and development by identifying student needs and, when necessary, referring to appropriate resources.

Participate in and support activities which are conducive to staff rapport and morale, and positive school/district/community relationships.

Participate in professional growth activities such as classes, workshops, conferences, school and District curriculum committees.

Conduct Social Skills groups at various school sites in collaboration with the designated school psychologist and your mental health coordinator as well as PPS management.

Operate a computer and other office equipment as assigned.

### **OTHER FUNCTIONS:**

Perform related duties as assigned.

### **JOB QUALIFICATIONS**

#### **KNOWLEDGE OF:**

IDEA and IEP process.

Applicable federal and state laws, codes, regulations, policies, and procedures including mandates related to mental health services and Special Education Programs.

