

**Program Specialist III – Mental Health
(Special Education)****DEFINITION:**

Under the direction of the Director of Special Education, assist in the planning, organization, development and implementation of the educationally-related mental health services program for students eligible for special education. This position also evaluates and formulates department priorities and recommends strategies for effective program operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administer the operations of the educationally-related mental health program; develop, implement and monitor work plans to achieve IEP goals and objectives; and participate in developing, implementing and evaluating of the educationally-related mental health program.
- Supervise and train behavior intervention counselors and monitor and evaluate counselors' assessments and goals for the students.
- Oversee and direct counseling activities for assigned school sites; oversee and direct the preparation of assessments, individual therapy plans and case management plans for referred students; establish a system for tracking progress made by students and participates as a team member in IEP meetings.
- Work in collaboration with multiple districts, city county and private agencies in a school-based and school-linked integration model.
- May provide individual, group and family therapy services; conduct interviews, assessments and observations; participate in special assessments, individual therapy plans, and other meetings; refer students to other agencies; maintains log of incoming referrals, case openings and closing and case dispositions.
- Oversee and ensure maintenance of student counseling files and case management files and records; maintain log of incoming referrals, case openings and closings and case dispositions, oversee maintenance of and audit detailed documentation for clinical charts.
- Oversee the submission of documents for eligible individuals to Medi-Cal billing program; submit evaluations of programs as required.
- Case management of Residential Treatment Center and Non-public school placements.
- Provide oversight to district's Therapeutic Behavioral Classrooms.
- Other duties as assigned by supervisor.

QUALIFICATIONS:**Knowledge of:**

Federal and State laws regarding mental health; compliance issues conducted by Federal, State and local agencies.

Ability to:

Work with a variety of outside agencies; organize and operate a compliant mental health program; communicate effectively, both orally and in writing; establish and maintain effective working relationships.

Experience:

A minimum of three years of counseling experience as a LCSW, MFT, or credentialed provider. Experience must include working with a community service or social work organization involving at-risk

children and families. Additionally, candidate must have two years experience providing clinical supervision (may be combined with counseling experience).

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Education:

Master's Degree from an accredited college or university in social work, psychology, counseling and guidance or related field required.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting and twisting. Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California credential authorizing service in pupil personnel services and child welfare and attendance;

and

Valid Clinical License as a LCSW, MFT, or equivalent;

and

Valid California administrative credential;

and possession of a valid California driver's license.

Board Approved: 3/4/14