

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Lead Licensed Mental Health Clinician	<b>REPORTS TO:</b>	Program Manager, Mental Health Resource Center
<b>DEPARTMENT:</b>	Student Support Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	062 OTBS
<b>REVISED:</b>	January 27, 2012		

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**BASIC FUNCTION:**

Coordinate multi-systemic therapy (MST) at designated school sites, provide a variety of mental health services to mentally ill or emotionally disturbed students, and lead the work of Licensed Mental Health Clinicians.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Coordinate multi-systemic therapy (MST) at designated school sites; lead and direct the work of Licensed Mental Health Clinicians. **E**

Provide a variety of mental health services such as case consultation and advise concerning client status, diagnosis, and treatment. **E**

Provide individual, group, and family therapy and counseling to mentally ill or emotionally disturbed students. **E**

Work with collaborating public and private agencies to offer programs that foster pro-social skills and prevent violent behavior; provide services to strengthen families as well as students. **E**

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

Develop a mentoring system to ease the transition and to create pro-social peer connections for the students; assist in transitioning students from alternative programs to regular school programs. **E**

Participate in a variety of meetings, including Instructional Study Team meetings; participate in staff development activities. **E**

Collect data and prepare a variety of reports, including case history, treatment, and medical billing records. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to master's degree in psychology, counseling, social work, or related field, and two years post-license experience in clinical intervention to children, adolescents, and their families.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid license issued by the State of California as a Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), or Licensed Clinical Psychologist.

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

Some positions may require bilingual Spanish skills.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Technical aspects of field of specialty.

Oral and written communication skills.

**ABILITY TO:**

Coordinate teams and deliver services to students and families.

Work collaboratively with mental health providers to support positive growth.

Demonstrate positive working relationship with students, staff, parents and other professionals.

Work with diverse groups of students in varied socioeconomic and multicultural areas.

Work in teams with other mental health providers to support positive student growth.

Provide services to students, parents, and school staff for the purposes of providing a positive, safe learning atmosphere.

Promote student adjustment to schools and others, and utilization of district and community services.

Establish workload priorities and meet timelines.

Communicate effectively orally and in writing.

Operate standard office equipment including microcomputers and related software applications.

Plan and organize work.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office environment; driving to consult with clients at their homes.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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Job Code 6502

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