

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Mental Health Case Worker	REPORTS TO:	Program Manager, Mental Health Resource Center
DEPARTMENT:	Student Support Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	044 OTBS
REVISED:	June 1, 2004		

BASIC FUNCTION:

Determine eligibility of clients for services, assess needs and provide case management services as an unlicensed qualified mental health professional to students diagnosed with mental health problems.

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

Provide case management services as an unlicensed qualified mental health professional to students diagnosed with mental health problems. **E**

Perform case assessments to determine needs of students. **E**

Provide contact and consultation to relatives and staff at the Mental Health Resource Center. **E**

Prepare case history information and develop service plans. **E**

Provide crisis intervention and treatment interventions for students and their families. **E**

Establish workload priorities and meet deadlines. **E**

Maintain appropriate history, health and medical billing records for each student. **E**

Serve as part of a team approach to ensure that mental health services successfully assist students at alternative school sites in returning to a regular school program. **E**

Participate in group and individual meetings, including Instructional Study Team meetings. **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, social work, or mental health counseling and one year experience with children and adolescents in a mental health setting.

LICENSES AND OTHER REQUIREMENTS:

Must be registered with the California State licensing board toward obtaining a mental health clinician license as a Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), or Licensed Clinical Psychologist prior to employment.

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:

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

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

Establish workload priorities and meet timelines.

Provide services to students for the purposes of providing a safe learning atmosphere and higher academic achievement.

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.

Job Code 6504

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