

MENTAL HEALTH CONSULTANT



Department:	Special Education
Reports To:	Clinical Director of Behavioral Health Services/ Regional Director of Educational Learning Centers
Group/FLSA Status:	Certified Staff (CSA) /Exempt
Revised:	3/20/2019

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Mental Health Consultant provides training and consultation support to school district personnel, families and other governmental agencies who are supporting children that have emotional, social, personal or family issues that are interfering with achievement or personal well-being.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Provides in-service training;
- Works with families and/or children that have emotional, social, personal or family issues that are interfering with achievement or personal well-being;
- Works with school personnel and other agencies as an advocate of the family/child and promotes better understanding of child's educational and personal needs;
- Collaborates with children, parents, teachers, County Case Managers and other professionals to provide consistent intervention for children and works as a school liaison between the school and outside agencies on behalf of the school and/or family/child;
- Contacts the family for the purpose of gathering helpful information about the family and to provide support;
- Participates in conferences and meetings with parents, teachers, administrators, area professionals and children;
- Maintains appropriate documentation of family/child involvement;
- Adheres to all due process procedures and compliance requirements;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possesses the following and/or is willing to pursue the following trainings:

- Comprehensive knowledge of the principles and practices of a School Social Worker;
- Comprehensive knowledge of crisis intervention;
- Comprehensive knowledge of Mental Health First Aid;
- Ability to demonstrate confidentiality;
- Ability to establish and maintain effective working relationships with students, parents, school staff, administrators, and outside agencies;
- Ability to handle a variety of assignments or problems independently;
- Ability to apply a variety of procedures and policies;
- Ability to collect, read, summarize, compare, and apply data;
- Ability to communicate effectively, both verbally and in writing, with students, parents, school staff, administrators, and other agencies;
- Ability to present to small groups and large groups;
- Ability to write clearly and concisely;
- Ability to use modern office equipment, technology, and related software.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree required; however Master's Degree in Social Work preferred;
- Moderate experience in a job related field.

LICENSES, CERTIFICATES, AND REGISTRATIONS:

Possesses the following and/or willing to obtain the following:

- Licensed Graduate Social Worker (LGSW) or Licensed Independent Clinical Social Worker (LICSW);
- Valid Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Clinical Director of Behavioral Health Services/Regional Director of Educational Learning Centers;
- No supervisory responsibilities.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- May serve more than one school district;
- Business travel may be required;
- Work may require long hours including early morning, evening, and weekend activities;
- Work is performed during the traditional school year and may include some additional days during the summer;
- This is light work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to blood-borne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.