



Job Title: **Mental Health Counselor**

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: N/A
Pay Grade: Professional – 11

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

July 23, 2018

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to provide services related to the delivery of mental health care in a tiered approach to students at the assigned school location(s) and provide consultation services to the school staff to support the overall mental health goals of the District.

ESSENTIAL JOB FUNCTIONS

- Provides direct mental health services to include intake assessment, individual/group therapy, and crisis intervention to assigned students.
- Provides follow-up conferences with parents, teachers, and other community professionals to share information and develop strategies to address mental health concerns.
- Attends regularly scheduled staff meetings.
- Seeks out new resources which will provide mental health supports to families, students, teachers, principals, and other instructional leaders.
- Conducts short-term individual or group therapy as necessary.
- Participates in the collection of mental health information and student outcomes data to be used for monitoring the overall performance and effectiveness of services provided.
- Provides complete and timely documentation to support services rendered, to include Medicaid claiming.
- Prepares all required reports and maintains all appropriate records.
- Advocates for the educational needs and mental health of students and assists others in understanding and accepting the nature of specific abilities and disabilities.
- Maintains confidentiality of student information as required by all applicable laws.
- Serves as a member of the District Behavior Assistance Team as assigned.
- Consults with RtI/MTSS teams in order to assist in planning mental health interventions to meet the needs of identified students.
- Plans and prepares effective intervention strategies with parents and teachers for students on caseload.
- Works effectively with students, parents, colleagues, community agencies, and staff.
- Provides direct observation and/or crises intervention as necessary.

- Recognizes overt indicators of student distress or abuse and takes appropriate action.
- May conduct in-service training for faculty, staff, parents, and community as directed.
- Demonstrates professional growth and continuous improvement of professional knowledge and skills.
- Participates in District-sponsored staff development programs and state and national level professional organizations.
- Obtain and maintain current certification in District-approved safety crisis intervention.
- Prepares and maintains periodic records as required and in a timely manner.
- Acts in professional and ethical manner and adheres at all times to the Professional Code of Ethics.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree in Mental Health Counseling, Marriage and Family Therapy, or Clinical Social Work from an accredited institution.
- One (1) year experience in providing direct client services to school-age children (individual, group, family) utilizing brief solution-focused interventions.
- Qualified School Counselor with 5 or more years' experience may substitute for advanced degree in Mental Health Counseling, Marriage and Family Therapy or Clinical Social Work.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display professional knowledge of the theories, principles, practices, and techniques of mental health counseling.
- Requires the ability to display an extensive knowledge of mental health assessment, diagnosis, intervention, treatment plans, and recovery services utilized in the area of behavioral health.
- Requires the ability to display a knowledge of applicable federal, state, and local statutes, regulations, and policies.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, accounting, legal, or managerial skills.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.

PHYSICAL DEMANDS

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: hearing, mental acuity, speaking, and visual acuity.

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WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: July 23, 2018

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

Date of Revision:

July 23, 2018

MALCOLM THOMAS, SUPERINTENDENT
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