



CANNON VALLEY Special Education Cooperative

Mental Health Professional POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Mental Health Professional

Immediate Supervisor's Position Title:
Executive Director/Program Coordinator(s)

Job Summary: The Mental Health Professional facilitates therapy services and clinical interventions for students in the Cooperative through individual, group, and family services. The role of the Mental Health Professional is to create a school environment that fosters learning and personal growth; to motivate students to develop skills, attitudes, and knowledge needed to access educational services in accordance with each student's ability; to establish a rapport with students, families, and community; to work collaboratively with other staff members.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Provides Direct Services The Mental Health Professional provides direct mental health services under Children's Therapeutic Supports and Services (CTSS) guidelines. Services are provided to students and their families and may include individual psychotherapy, individual skills, and group skills.
Percent of Time:	60	

Tasks involved in fulfilling the above duty/responsibility:

- Provides direct CTSS services to qualifying students and to those who do not qualify through CTSS, including diagnostic assessments, individual psychotherapy, individual skills, and group skills.
- Meets with caregiver(s)/legal guardians and other support professionals to exchange necessary information during the assessment/treatment process.
- Acts as client advocate to coordinate required services or to resolve emergency problems in crisis situations.
- Guides clients in developing skills and strategies for dealing with identified problems within the Individual Education Program (IEP), diagnostic assessment, and individualized treatment plan.
- Plans, organizes, and leads structured programs of counseling activities for students.
- Maintains regular contact with the caregiver(s)/legal guardian of each client student.
- Engage in suicidal risk assessment, crisis assistance, threat assessment, address immediate safety concerns, and student specific concerns.
- Provide support to students and school staff in the event of a crisis or emergency.

Duty/Responsibility No:	2	Statement of duty/responsibility: Developing and Maintaining Applicable Assessments and Plan The Mental Health Professional complies with clinical documentation as set forth by the
Percent of Time:	20	

Department of Human Services (DHS), as well as in conjunction with the Cooperative documentation policy. This position will also ensure quality documentation compliance through professional peer review, annual audits, and timely documentation practices.

Tasks involved in fulfilling above duty/responsibility:

- Maintains and documents regular communication with parents and other treating professionals as permitted by signed Releases of Information.
- Completes regular evaluations regarding students' progress toward treatment goals.
- Completes diagnostic assessment and individual treatment plan upon CTSS intake.
- Completes all clinical documentation through electronic records and is in accordance with DHS statues and requirements.
- Ensures compliance with clinical documentation and delivery of services, including peer review and annual documentation audits.
- Maintains accurate and timely Medical Assistance (MA) data collection and billing.
- Participates in the collection of mental health information and student outcome data to be used for monitoring the overall performance and effectiveness of services provided.
- Collects and charts behavioral data for Professional Learning Community (PLC) teams that allow for the development, progress monitoring, and evaluation of scientifically-based social, emotional, and behavioral interventions.
- Learns and implements new developments and best practices in the field by reading professional literature and attending professional development.
- Maintains responsibility for a caseload of students as assigned. This includes keeping all documentation up to date and compiled in the appropriate electronic file.
- Assists in the development of individual behavior plans based on the needs of the student.

Duty/Responsibility No:	3	Statement of duty/responsibility: Team Membership The Mental Health Professional provides information to necessary school staff involving mental health variables that may impact a student's ability to learn or function in the classroom. The Mental Health Professional provides students with applicable resources within the community.
Percent of Time:	15	

Tasks involved in fulfilling above duty/responsibility:

- Maintains confidentiality and data privacy standards under FERPA/HIPAA.
- Provides consultation and education for school staff regarding student mental health issues.
- Attends and participates in regularly scheduled IEP meetings.
- Attends and participates in regularly scheduled teaming meetings and Professional Learning Community meetings.
- Attends and participates in scheduled intake meetings for prospective students.
- Gathers information about community mental health needs and resources to be used in conjunction with therapeutic services.
- Collaborates with service providers, member districts, and service providers/agencies.
- Refers students/families to community resources or specialists as necessary.
- Submits and assists with mandated reports as required.

Duty/Responsibility No:	4	Statement of duty/responsibility: Performs other compatible duties of a like or similar nature apparent or as assigned
Percent of Time:	5	

Tasks involved in fulfilling above duty/responsibility:

- Perform other relevant duties as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Bachelor of Science Degree with the appropriate Mental Health Certification. Must hold a current and valid professional license and/or certification to provide services as a Mental Health Professional as described by Children’s Therapeutic Supports and Services (CTSS) framework, LICSW, LMFT, or LPCC preferred.
	Less than high school diploma	Major field of study or degree emphasis: School Psychology, Social Work, Counseling
	High school diploma or GED	<p>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</p> <ul style="list-style-type: none"> ● Experience consulting and implementing positive behavior interventions and supports. ● Current knowledge of mental health rules and regulations and Cooperative policies and procedures. The ability to apply these to help the Cooperative ensure compliance. ● Skilled in administering and interpreting mental health assessment tools and procedures. ● Ability to work with at-risk students in a manner that teaches self-regulation in a crisis. ● Knowledge of child development theories, developmental stages, and needs. ● Knowledge of current trends, theories, and technologies pertaining to mental health. ● Willingness and ability to work with students receiving high levels of special education services. ● Skills in completing due process paperwork, Medical Assistance billing, Diagnostic Assessments, and Individual Treatment Plans. ● Proven communication skills with parents, outside providers, other team members, and the community. ● Willingness to complete specialized training in behavior management. ● Excellent oral, written, and interpersonal communication with staff, students, parents, and caregivers that is maintained during high-stress and crisis situations. ● Excellent computer and email skills; experience with electronic medical records recording.
	1 year of college	
	2 years of college	
	3 years of college	
X	4 years of college	
	1st year graduate level	
	2nd year graduate level	
	Doctorate level	

HAZARDOUS WORKING CONDITIONS:

The essential duties of the work are performed under various physical hazards or

Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.

environmental conditions noted.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34 - 66% Frequently	66 - 100% Continuously
Stand			X	
Walk			X	
Sit			X	
Use hands dexterously				X
Reach with hands and arms			X	
climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
Lift & Carry-up to 10 pounds			X	
Lift & Carry-up to 25 pounds			X	
Lift & Carry-up to 50 pounds		X		
Lift & Carry-up to 75 pounds		X		
Lift & Carry-up to 100 pounds		X		
Lift & Carry > 100 pounds		X		