



**Orange County Department of Education
Human Resources Department
Certificated Management Class Specification**

Coordinator Regional Mental Health Services

**Class Code: 1556
Work Days: 210**

GENERAL PURPOSE

Work with community agencies, OCDE staff, and district leaders to expand prevention and early intervention services to districts, and improve coordination of existing mental health services across the behavioral health and educational systems for all students enrolled in public school systems throughout Orange County; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff
2. May provide direct supervision over professional, technical, and/or clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Direct and coordinate the linking of families/students to ensure access to mental health services.
 3. Establish and maintain working relationships between districts, community agencies, social service agencies, health care agencies, caregivers, youth, and the Department to ensure linkage to mental health services.
 4. Develop, coordinate, and implement strategies to improve mental health and crisis response services for Orange County school districts.
 5. Design and deliver a variety of training seminars and workshops; provide consultation and technical assistance to all districts related to mental health and crisis response services.
 6. Participate in the preparation and administration of a program budget; submit budget recommendation and monitor expenditures.
 7. Assess and evaluate student behavior as it relates to academic success and personal well-being.
 8. Provide crisis response services as needed.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

9. Conduct initial interviews and assessments to determine necessary interventions.
10. Carry on-going caseload of identified families/students for care coordination services.
11. Attend conferences and departmental meetings and serve as division representative as necessary.
12. Review recent research and trends in relation to mental health; evaluate and disseminate information concerning relevant newly developed materials and resources.
13. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; prepare statistical reports as required.
14. Demonstrate attendance sufficient to complete the duties of the position as required.
15. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
2. Basic operations, services, and activities of mental health services for school districts.
3. Modern principles and practices of mental health services and crisis response.
4. Clinical information contained in Diagnostic and Statistical Manual of Mental Disorders (DSM)
5. Multi-ethnic and cultural differences.
6. Casework, school social work, school counseling, and therapy.
7. Large and small group presentations.
8. Available referral agencies and resources within the county.
9. Basic procedures, methods, and techniques of budget preparation and control.
10. Methods and approaches to planning mental health programs and services.
11. Recent developments, current literature, and sources of information related to mental health and crisis response.
12. California Education Code, California Administrative Code, and the policies, rules, and regulations of the County Schools Office.
13. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
2. Obtain student (and family) data through personal interviews or other records; and develop confidential file and records of such data.

Ability and Skill to (cont.):

3. Assess, evaluate, and refer students to community service agencies.
4. Facilitate large and small group presentations for parents, educators or students.
5. Build rapport with culturally diverse clientele and provide individualized services.
6. Successfully counsel parents and students.
7. Establish and maintain effective working relationships with various constituencies.
8. Interpret and explain laws, codes, contracts, policies, and procedures.
9. Develop and present training materials.
10. Prepare clear and concise correspondence, reports, and other written materials.
11. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
12. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Master's degree from an accredited college or university with major course work in mental health, counseling, psychology social work, marriage and family therapy, or a related field and five years of experience providing school age and/or school based mental health services including at least two years of experience in a leadership role related to school business mental health, education, or social services.

Licenses; Certificates; Special Requirements:

A valid California Pupil Personnel Services Credential.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast paced with high pressure.

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