ORANGE COUNTY
DEPARTMENT OF EDUCATION

CLINICAL PROGRAM SPECIALIST - ALTERNATIVE EDUCATION

Class Code: 1316
Work Days: 225

GENERAL PURPOSE

Provide professional social services which facilitate and support the work of the ACCESS Clinician Team, teaching and administrative staff who are providing alternative education programs and services to at-risk students. To develop and provide an appropriate range of services for at-risk students and their families and identify and coordinate services and opportunities from other agencies and the business community which support the instructional program.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

ESSENTIAL FUNCTION STATEMENTS - - This position description is intended to describe the general nature and level of work being 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.

Coordinate research projects; oversee collection of data, assist in final summary statistics and reports, and maintain data.

Develop handbooks and other materials in support of the clinical team.

Provide and coordinate trainings for staff and interns.

Assess and evaluate student behavior as it relates to academic success and personal well being.

Network with schools and/or employers, probation officers, and families to obtain information on currently enrolled students.

Work collaboratively with a variety of community agencies to develop placements for the social and educational welfare of students.

Conduct initial interviews and individual and group and family sessions.

Assist in preparing students to return to their home communities/schools.
ESSENTIAL FUNCTION STATEMENTS (cont.):

Apply the clinical casework approach to identify and solve problems related to student performance.

Precept/supervise M.S.W. (Masters, Social Work) interns or Marriage Family Therapists (MFT) Trainees/Interns involved in fieldwork placements with the program as appropriate.

Support Safe School Programs/Grant Activities.

Contact appropriate public and/or private agencies to identify resources, which address the individual student’s social, educational, and/or vocational needs.

Identify and provide staff with resources relating to cultural differences.

Provide staff, parents, and students with information on chemical dependency and gang activities.

Make referrals to community resources for follow-up casework care.

Provide crisis response services as appropriate.

Supervise Bachelor of Social Work interns as available and appropriate.

Carry on-going caseload as defined by the Board of Behavioral Sciences.

Participate as a representative on community collaborative committees.

Must demonstrate attendance sufficient to complete the duties of the position as required.

Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS

Knowledge of:

Administrative strategies, time management, and OCDE protocols and procedures.

Clinical information contained in Diagnostic and Statistical Manual of Mental Disorders IV.

Multi-ethnic and cultural differences.

Dynamics of the gang culture.

Chemical dependencies and addictions.
Knowledge of (cont.):

Large and small group counseling presentations.

Available referral agencies and resources within the county.

Ability to:

Establish and maintain effective relationships with families and relatives of students, program staff, and other interested persons and agencies.

Obtain student data through personal interviews; and develop systematic and concise files and records of such data.

Assess, evaluate, and refer students to community services agencies when necessary.

Precept MFT and/or M.S.W Trainees/interns.

Provide court-ordered social services.

Facilitate large and small group counseling presentations.

Participate as a casework team member.

Modify students’ interpersonal skills.

Communicate in the English language with students, parents, teachers, program staff, school district representatives, Probation staff, and community agencies.

Experience and Training Guidelines:
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

3 years clinical supervision experience with interns or trainees and Masters level license eligible clinical staff.

Training:

Valid license to practice as a Clinician in the state of California.

11/05