



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

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**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 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. Coordinate research projects; oversee collection of data, assist in final summary statistics and reports, and maintain data.
  2. Develop handbooks and other materials in support of the clinical team.
  3. Provide and coordinate trainings for staff and interns.
  4. Assess and evaluate student behavior as it relates to academic success and personal well-being.
  5. Network with schools and/or employers, probation officers, and families to obtain information on currently enrolled students.
  6. Work collaboratively with a variety of community agencies to develop placements for the social and educational welfare of students.
  7. Conduct initial interviews and individual and group and family sessions.
  8. Assist in preparing students to return to their home communities/schools.
  9. Apply the clinical casework approach to identify and solve problems related to student performance.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

10. 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.
11. Support Safe School Programs/Grant Activities.
12. Contact appropriate public and/or private agencies to identify resources, which address the individual student's social, educational, and/or vocational needs.
13. Identify and provide staff with resources relating to cultural differences.
14. Provide staff, parents, and students with information on chemical dependency and gang activities.
15. Make referrals to community resources for follow-up casework care.
16. Provide crisis response services as appropriate.
17. Supervise Bachelor of Social Work interns as available and appropriate.
18. Carry on-going caseload as defined by the Board of Behavioral Sciences.
19. Participate as a representative on community collaborative committees.
20. Demonstrate attendance sufficient to complete the duties of the position as required.
21. Perform related duties similar to the above in scope and function as required.

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

1. Administrative strategies, time management, and OCDE protocols and procedures.
2. Clinical information contained in Diagnostic and Statistical Manual of Mental Disorders IV.
3. Multi-ethnic and cultural differences.
4. Dynamics of the gang culture.
5. Chemical dependencies and addictions.
6. Large and small group counseling presentations.
7. Available referral agencies and resources within the county.

### **Ability and Skill to:**

1. Obtain student data through personal interviews; and develop systematic and concise files and records of such data.
2. Assess, evaluate, and refer students to community services agencies when necessary.
3. Precept MFT and/or M.S.W Trainees/interns.
4. Establish and maintain effective working relationships with various constituencies.

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**Ability and Skill to (cont.):**

5. Provide court-ordered social services.
6. Facilitate large and small group counseling presentations.
7. Participate as a casework team member.
8. Modify students' interpersonal skills.
9. 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 Valid license to practice as a Clinician in the state of California and three years of clinical supervision experience with interns or trainees and Master's level license eligible clinical staff.

**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.

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## **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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