

# Mental Health Professional

Dept/Div: Special Education/N/A

FLSA Status: Exempt

## General Definition of Work

Performs intermediate professional work providing psychotherapy and skills work to students in both individual and group settings, creating and maintaining records and reports, supporting classroom and building in providing a therapeutic educational setting, coordinating with parents/guardians, member districts, and outside providers, maintaining CTSS documentation including diagnostic assessments, treatment plans, and progress notes, and related work as apparent or assigned. Work is performed under the general direction of the Assistant Director/Principal.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Provides individual/group therapy and skills building exercises for students.

Completes required DHS documentation including diagnostic assessments, treatment plans, progress notes, and discharge summaries.

Supports classroom staff on impact of each student's mental health on their behavior and learning; works with classroom staff on how to best support student's mental health and learning goals.

Coordinates with classroom staff on the development and implementation of intervention plans.

Communicates with parents, member districts, and outside providers.

Assist with crisis response as needed.

## Knowledge, Skills and Abilities

Comprehensive knowledge of the Department of Human Services requirements; comprehensive knowledge of policies and procedures for therapy in education programs; comprehensive knowledge of clinical childhood mental health disorders; thorough skill reading, writing and conducting diagnostic assessments, treatment plans and progress notes; general skill using standard office equipment and applicable hardware and software; ability to establish and maintain effective working relationships with staff, clinical providers and students.

## Education and Experience

Master's degree with coursework in behavior sciences, or related field and moderate experience, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires walking and occasionally requires standing, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

# **Mental Health Professional**

## **Special Requirements**

Licensed Psychologist or Licensed Clinical Social Worker or Licensed Marriage and Family Therapist or Registered Nurse license for mental health upon hire.

Last Revised: 4/28/2023