

**Sacramento County Office of Education Job Description**  
**Classification Title: Associate School-Based Mental Health and Wellness Clinician**

**DEFINITION**

Under general direction of a licensed clinician, provides associate-level clinical services as a member of the school-based mental health and wellness team within Sacramento County's continuum of care; provides direct mental health and wellness services and case management to students and families; assists in the development and delivery of school-wide mental health and wellness interventions, programs, and trainings; works as part of a care team at a school site and provides support and/or supervision to graduate clinical interns, peer specialists, and peer mentors; performs other related duties as assigned.

**DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

**SUPERVISION OVER**

Professional, clerical, and technical personnel as assigned.

**DUTIES AND RESPONSIBILITIES**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.)

**School-Based Mental Health and Wellness Services**

In consultation with licensed clinician, provides mental health and wellness services and programs that foster pro-social skills and appropriate behavior; identifies the mental health and behavioral needs of students; develops and implements treatment plans; conducts clinical interviews, assessments, observations, and writes clinical reports under approval and with signature from licensed clinician; provides individual, group, and family therapy services; reviews referrals of students who need mental health services; makes recommendations for behavioral health therapy services; provides support in the development of behavior support plans; maintains and facilitates communication with and between families, mental health staff, and providers; implements a system of universal screening in coordination with the school-wide system of social-emotional supports for early identification of students at risk; conducts crisis and/or risk assessment and response; provides other mental health and wellness services including rehabilitation and case management; maintains documentation regarding students served and services provided; provides training to students, parents, and staff in behavioral and social-emotional related preventions, interventions, curricula, and trainings to reduce the stigma of mental health services; collaborates with school team and attends various school-site meetings; prepares formal statistical reports, case histories, assessments, and intervention records; fosters an environment of inclusion and respect that welcomes, supports, and values the individuality of all clients and partners; implements supports and strategies to advocate on behalf of communities served; demonstrates cultural humility when interacting with families, caregivers, and students; assists and engages clients to overcome barriers to accessing services; maintains confidentiality of information related to students, families, caregivers, and providers.

**Program Support**

Serves as a member of the school team and integrates within the school-wide culture and system; provides behavioral health support within a multi-tiered intervention framework and engages in prevention and intervention activities; provides mental health and wellness related support services to district staff and educational teams, including case consultation and advice concerning student status, diagnosis, and

treatment; serves as a technical resource to school site staff regarding mental health services; assesses the need and delivers training to members of the educational team, parents, guardians, caregivers, and community agencies, as appropriate; serves as a liaison between the County Office of Education, County Office of Health Services, district, school, and community organizations; develops and maintains collaborative and effective working relationships with students, families, district, and County Office staff, and community partners; attends and participates in a variety of assigned meetings, committees, conferences, in-services, and special events; collects data and prepares a variety of reports, including data entry and retrieval related to grant deliverables and evaluation.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

Possession of a valid California Board of Behavioral Sciences Associate Clinical Social Worker (ASW) license, Associate Marriage and Family Therapist (AMFT) license, higher corresponding license (LCSW or LMFT), or proof of submission of a qualifying application for any of these licenses (and for which a license must be granted within 90 days of employment start date); experience working with school-aged children in need of mental health services; experience providing services in a school setting and working with students who require special education services is preferred.

### **Knowledge of**

Behavioral change theories and practices including early intervention positive behavior supports; tiered intervention practices; brief counseling techniques and crisis intervention; behavioral and education-based mental health needs of students including mental health disorders and substance use disorders; basic knowledge of special education programs and the IEP process; mental health and wellness related community and state resources; health regulations and ethics related to school-based mental health services including Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA); documentation and billing requirements for behavioral health services; proper English usage, grammar, spelling, punctuation, and vocabulary in all forms of communication; related local, state, and federal laws, codes, regulations, requirements, and County Office policies and procedures; standard software application including videoconferencing platforms.

### **Skill and Ability to**

Establish and maintain effective working relationships with individuals and groups from varied educational and cultural backgrounds; conduct effective meetings and conferences; collaborate with other system of care partners; demonstrate effective liaison relationships with parents, schools, and agencies; coordinate activities from many sources for the benefit of an individual student; organize work and provide effective services within a limited timeframe; conduct assessments, crisis intervention, and counseling; interpret test data; deliver relevant training to students, parents, and staff; interpret, apply, and explain rules, regulations, policies, and procedures; communicate effectively and impart concepts and information accurately both orally and in writing; analyze and evaluate situations accurately and adopt an effective course of action; maintain confidentiality and discretion; work independently with little direction.

### **Other Characteristics**

Possession of a valid California driver's license and/or be able to provide own transportation in conduct of work assignments; willingness to travel as needed.

Revisions approved by Personnel Commission on 6/13/23

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