



CLASSIFIED
Job Class Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 56-2020/21
 DOCUMENT NO. 29-2020/21
 DATED: 06/28/2021

<u>BEHAVIORAL HEALTH CLINICIAN I</u>	
DEPARTMENT/SITE: Health & Wellness Department	SALARY SCHEDULE: Classified bargaining Unit SALARY RANGE: 58 WORK YEAR: 218 Days
REPORTS TO: Behavioral Health Supervisor	FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Behavioral Health Supervisor, the Behavioral Health Clinician (BHC) I, provide a full range of behavioral health services to students within the Madera Unified School District. The position provides assessments, develops individual treatment plans, goals, and objectives; performs individual, group and family counseling; and collaborates with school and district staff as identified by the Behavioral Health Supervisor, site administration, teachers, or Individual Education Program (IEP). The incumbents in this classification provide the school community with behavioral health services which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

The job series is designated as a transition classification where incumbents at the first level are expected to continually pursue full licensure towards Licensed Clinical Social Worker, Licensed Marriage and Family Therapist, Licensed Professional Clinical Counseling or Licensed Psychologist. In order for an incumbent to be promoted to the BHC II they must be licensed with the Board of Behavioral Science.

The Behavioral Health Clinician I, is the entry level in the job series. Incumbents function as Associates and are considered to be in a training status as they accumulate clinical hours towards full licensure. All BHC I's require clinical supervision. Incumbents must complete all clinical hours within five years of appointment.

The Behavioral Health Clinician II may act as a lead position for level BHC I clinicians. The incumbent must be licensed, preference will be given to those who are post-licensure two years. The incumbent may provide clinical supervision for associate level clinicians and student interns. They will stay abreast of all necessary paperwork.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Acts as a community liaison with social service agencies and community networks as requested by school site staff.

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- Assesses and creates intervention plans consistent with best practice and evidence-based treatments.
- Collaborates with Provides collateral interventions to teachers, school psychologists, and other school staff, to provide collateral interventions, and monitors student behavior.
- Communicates with district personnel, school staff, parents, students, and public agencies regarding the level of assistance required for the student.
- Conducts home visits as needed to share documents or devices and to physically interact.
- Conducts weekly or biweekly therapy sessions with students according to their treatment plan.
- Creates social emotional goals for identified students; monitor progress and collect data related to targeted behavioral goals; work closely with outside mental health providers, teachers, psychologists, and administrators.
- Maintains appropriate records of services rendered to students and families.
- Maintains confidentiality of information for the purpose of meeting privacy requirements.
- Provides family and parent interventions to student families.
- Provides in-service training to parents, community agencies, and district personnel.
- Provides social work services to assist in connecting families to local resources.
- Provides support to staff members requesting consultation and information on access to outside resources.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Principles, techniques, and trends in counseling, psychotherapy and various treatment modalities
- Biological, behavioral and environmental aspects of emotional disturbances, mental disability, or substance abuse
- Scope and activities of public and private health and welfare agencies and other available community resources
- Physical, intellectual, social, and emotional growth patterns of students.
- Principles and techniques of mental health consultation, education and prevention within the community
- Computer usage and related software applications
- English usage, grammar, punctuation, and spelling

Skills and Abilities to:

- Plan and manage projects, requiring prioritization to meet deadlines
- Prepare and maintain accurate records
- Establish and maintain effective working relationships, including collaborating with a team
- Work with interruptions and possible crisis situations
- Communicate effectively, both orally and in writing
- Ability to deal effectively and appropriately with students, parents and other educational professionals regarding student concerns and problems
- Work confidentially and with discretion

- Analyze situations accurately and adopt an effective course of action

RESPONSIBILITY:

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives. There is continual opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

Master's degree from an accredited university and/or college with major coursework in clinical social work, psychology, and counseling or closely related field.

EXPERIENCE REQUIRED:

One (1) year experience in providing mental health services, social services, case management, and counseling with children.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive to various work sites and to conduct home visits.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- This job is performed in an indoor office environment
- Significant amount of time sitting, with some walking and standing
- Occasional lifting, carrying, pushing, and/or pulling objects such files and boxes
- Manual dexterity to operate a keyboard, handle paperwork, and use other office equipment
- hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen