

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MENTAL HEALTH SPECIALIST

L247.100

BASIC FUNCTION: Under the direction of an administrator, performs duties directly related to brief therapy for students at Butte College. The responsibilities of the Mental Health Specialist include, but are not limited to: Assessing the mental health needs of students and providing brief therapy; implementing comprehensive programs and services designed to facilitate the well-being of students; collaborating with campus faculty, staff and administrators; and providing resources and referrals with off campus organizations to meet the needs of students.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *)*

- *1. Provides individual and group therapeutic services; facilitates group therapy sessions.
- *2. Serves as a resource and consultant for staff, faculty, administration and students with issues related to mental health.
- *3. Evaluates situations presented and in the making and coordination of treatment plans.
- *4. Maintains students' charts in accordance to State, County and quality assurance guidelines.
- *5. Performs outreach, education and mental health promotion related to mental health services.
- *6. Develops and makes presentations in classrooms and other venues to promote positive mental health.
- *7. Establishes working relationships with other staff, and public and private agencies emphasizing continuity of student care outside of the Student Health Center.
- *8. Works closely with Campus Police, Vice President of Student Services, and other internal and external parties to assess critical situations.
- *9. Works with other practitioners at the Student Health Center or external parties to coordinate student care.
- *10. Serves as a member of the Crisis Response Team, Crisis Counseling Committee and the Student Mental Health and Safety Committee.
- *11. Serves on other campus, county, region and statewide teams, as needed.
- *12. Provides leadership in the development and preparation of student learning outcomes, program review and documents related to accreditation.
- *13. Makes mandated reports, as needed, to outside agencies.
- *14. Provides reports to management and provides updates related to services and activities.
- *15. Adheres to the standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended; maintains and enforces all aspects of confidentiality of client information (FERPA and HIPPA).
16. May provide supervision of clinical hours for interns.
17. May serve on a variety of District committees as requested.
18. May perform other duties as assigned within the scope of the position.

MINIMUM QUALIFICATIONS:

● EDUCATION AND EXPERIENCE:

- A doctoral or master's degree from an accredited graduate school or program in Social Work; Marriage, Family, and Child counseling; Marriage and Family Therapy; Couples and Family Therapy; Psychology; Clinical Psychology; Counseling Psychology; or Counseling with an emphasis in either marriage, family, and child counseling or marriage and family therapy.
- Will be required to complete a minimum of six (6) hours of supervision training or coursework within sixty (60) days of the commencement of supervision of ASWs, or interns, for licensure, and complete the minimum required training every two-year renewal period thereafter.

● CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- Possession of a license as a Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), Licensed Professional Clinical Counselor (LPCC), or Licensed Clinical Psychologist issued by the State of California.
- Hold and maintain a valid driver's license throughout duration of employment with the District.
- Tuberculosis screening is required to be updated annually.

DESIRED QUALIFICATIONS:

- Experience working in a college/educational setting.
- Experience and/or training which has enhanced a sensitivity to and understanding of the diverse academic, socio-economic, cultural and ethnic backgrounds of community college students.

- Bilingual with respect to the major languages spoken by the student population.
- Experience providing clinical supervision to interns.
- Prior social services, health, or behavioral health experience.

KNOWLEDGE, SKILLS, AND ABILITIES: *(May be acquired through education, training, and/or experience.)*

Knowledge of: Principles of psychotherapeutic techniques, procedures, and trends in individual and group therapy and counseling, psychotherapy, and prevention strategies; Biological, behavioral and environmental aspects of emotional disturbances, mental disabilities, developmental disabilities, and substance abuse; Criteria for clinical diagnosis of emotional and mental disturbances as well as normal and abnormal emotional and mental development to include growth, development, and living relationships; Local community resources and various community services programs; Pertinent local, state and federal rules, regulations and laws; and District policies, rules and procedures.

Ability to: Assess and evaluate clients' individual, social and behavioral problems, and determine the needs, services and appropriate treatment methods of clients, and initiate the most effective course of action; Make recommendations based on observations and interviews; Provide clinical supervision and train, assign and review work of assigned subordinate staff; Assess and prioritize multiple tasks, projects and demands; Develop clear, concise, and comprehensive case records and documentation; Work with various social, economic, and ethnic groups in a tactful and effective manner; Relate effectively and positively with assigned clients to establish trust and rapport; display empathy; Establish and maintain effective working relationships with colleagues, supervisors, students and clients, community partners, and others contacted in the performance of required duties; Effectively represent the District in contacts with clients, the public, community organizations, other District staff, and governmental agencies; Operate a personal computer utilizing a variety of standard software including electronic medical records; Safely operate a motor vehicle.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

May provide clinical supervision to interns to facilitate licensure; and work direction to student and short-term employees and/or other departmental staff as needed and/or required.

PHYSICAL EFFORT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to sit for prolonged periods of time; to occasionally stand, walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read fine print, computer screens and printed documents; operate assigned equipment and to observe and assess the demeanor of others.

Hearing: Hear in the normal audio range with or without correction. Speech Recognition — The ability to identify and understand the speech of another person; to hear well enough to understand, respond, and communicate clearly in person and on the telephone.

CONTACTS:

Incumbents work alone or closely with others. Must be able to communicate with faculty, staff, administrators, students, vendors and the general public.

WORKING CONDITIONS:

Normal office environment; exposure to extensive student contact, continual interruptions, noise and computer-generated video radiation. Some off-campus work may be required to attend meetings, meet with clients, and interface with community resources.

This is an exempt, salaried position and may be required to work beyond standard office hours during peak periods or special projects.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.