

MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Mental Health Clinical Specialist I

REPORTS TO: Chief, Pupil Services & Special Education/SELPA or designee

DEPARTMENT: Special Education

CLASSIFICATION: Certificated

SALARY: MDSPA, 190 days

BOARD APPROVED: March 14, 2025

DEFENITION: Mental Health Clinical Specialist I provides behavioral health services to district students referred for mental health assessment and assistance and/or IEP placement with the goal of facilitating and promoting appropriate behavioral health and personal growth. The Mental Health Clinical Specialist I, with guidance from their clinical supervisor and SEEC Program Administrators, identifies the behavioral health needs of students and develops therapy goals and objectives for implementation through an individual therapy treatment plan. The Mental Health Clinical Specialist I provides direct crisis intervention and/or milieu support through behavioral intervention to assist students with success in the academic and social environments. The Mental Health Clinical Specialist I will participate in weekly individual and/or group clinical supervision to meet requirements for internship hours. The Mental Health Clinical Specialist I has the ability to be flexible under pressure and adapts to interruptions and changes efficiently.

EXAMPLES OF DUTIES:

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Internship experiences will be based on university program requirements.

- Provides individual, group and family/collateral, case management therapy services - E
- Provides crisis and/or milieu support through behavioral interventions, assisting students to maintain/obtain/regain success in their academic and social environments. - E
- Conducts emergency student risk assessments (i.e. 5150) in conjunction with a licensed Mental Health Clinical Specialist II or SEEC Program Administrator and follow-up with family and appropriate agency and school staff. - E
- Participates in the crisis support team to respond to behavioral incident emergencies and assists with the physical restraint of assaultive students. - E
- Provides recommendations for strategies to age-appropriate and functional replacement behaviors to students
- Maintains accurate records. Communicates effectively in verbal and written form.

- Supports the development and maintenance of behavior health programs to meet student needs, including positive reinforcement and limit setting systems. - E
- Completes ongoing Medi-Cal, ERMHS, and/or Fee Schedule billing/documentation according to county mental health guidelines, maintaining daily billing requirements, and completes mental health assessments in a timely manner. - E
- Performs all duties in adherence with all federal and state laws and regulations, and all district policies, rules, procedures and guidelines, and all bargaining unit agreements
- Attends job-related meetings, group consultation/supervision and performs related duties as assigned
- Participates in District Utilization Review (UR) process - E

KNOWLEDGE AND SKILLS

- Ability to manage workload and complete duties with the support from clinical supervisor and SEEC Program Administrator.
- Ability to meet Medi-Cal billing requirements and needs of the program.
- Ability to engage diverse students and their families in partnership.
- Ability to blend clinical knowledge with school site behavioral and academic expectations.
- Willingness to work closely with and under the guidance of clinical supervisor and SEEC Program Administrator.
- Strong capacity to think critically, assess shifting priorities, and manage time for meeting complex site and student needs.
- Ability to facilitate clinical interventions between students and the school community, such as restorative meetings, skill building coaching, and de-escalation of students in crisis.
- Ability to engage cultural knowledge of families and increase their access and voice within the school system.
- Ability to hold professional demeanor and professional boundaries with all staff and students adhering to professional code of ethics (NASW, CAMFT, BBS).

LICENSES AND CERTIFICATES:

- Pupil Personnel Services (PPS) credential in school psychology, school counseling or social work or enrolled and concurrently working on Pupil Personnel Services (PPS) credential with expectation to complete credential to maintain position.
- Master's Degree
- Valid California Board of Behavioral Sciences (BBS), Associate Marriage Family Therapist (AMFT) license or Associate Clinical Social Worker (ACSW), or Professional Clinical Counselor (PCC).

DESIRED QUALIFICATIONS

- Experience working with a Special Education Local Plan Area or school district operations
- Experience providing mental health therapy services to school-age populations.
- Experience in Medi-Cal charting
- Experience in the behavioral health plan process
- Experience working with behavioral health programs

OTHER QUALIFICATIONS:

TB test clearance, fingerprinting clearance, and any other state/federal licensing or certification requirements

WORK YEAR/SALARY

190 days, plus optional extended year service at hourly rate, as assigned by Chief, Student Services and Special Education

Mt. Diablo School Psychologist Association (MDSPA) salary schedule.

Board approved 9/14/15. Revisions approved 10/25/16.

Expected Board Approval: June 14, 2023