

Gahanna-Jefferson School District Position Description

Position Title: Mental Health Specialist
Reports To: Mental Health Specialist Coordinator
FLSA Status: Exempt
Revision Date: July 3, 2018

SUMMARY: Provides effective counseling services to students by working with school staff and by developing relationships with administrators and the mental health team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees group and individual counseling including the diagnosis and treatment of mental and emotional disorders.
- Consults with school counselors in assigned buildings to coordinate services for students.
- Meets with administrators and school counselors to monitor progress of students.
- Serves as a resource for Intervention Assistance Teams (IATs).
- Provides professional development to pupil services personnel and teachers.
- Coordinates mental health services for District students with outside mental health providers (counselors, psychologists, psychiatrists, social workers).
- Provides response to crises throughout the District as requested by supervisor.
- Consults with special education department (director, school psychologists and special education teachers) to develop and monitor appropriate programming for students.
- Provides family counseling and intervention when necessary.
- Develops and provides parent workshops throughout the school year in conjunction with supervisor.
- Identifies and brokers community services to address the needs of students and families.
- Maintains confidentiality and security of counseling records.
- Works collaboratively with members of the mental health team.
- Develops relationships of trust with parents/guardians that allows for effective treatment of students.
- Maintains ethical standards as adopted by the Ohio Revised Code (ORC) and the American Counseling Association; in areas of disagreement the ORC ethical code is to be followed.
- Other duties as assigned by supervisor.

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

EDUCATION and/or EXPERIENCE:

- Master's Degree in Counselor Education.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Licensed Professional Counselor.

LANGUAGE SKILLS:

- Ability to read, analyze and interpret common scientific and technical journals.
- Ability to respond to common inquiries or concerns from staff members, community members or regulatory agencies.
- Ability to write correspondence that conform to prescribed style and format.
- Ability to effectively present information to administrators, teachers, parents and public groups.

REASONING ABILITY:

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

- Ability to interpret and apply knowledge of current research and theory in the field of education.
- Ability to establish and maintain effective working relationships with students, staff and the school community.
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to sit, walk, stand, talk and hear. Specific vision abilities required by this job include close vision and distance vision. Frequently driving is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is interactive in nature. This may include small group meetings, one-on-one discussions, and frequent visitations from district personnel and members of the community.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. A copy was given to me for my records.

Signature

Date

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.