

**Jordan School District  
LICENSED JOB DESCRIPTION**

**Job Title: Clinical Support Specialist (School-Based) (484-187)(486-207)**

Department / Location: Health & Wellness District      FLSA Classification: Exempt

Supervisor's Title: Health & Wellness Specialist      Contract: 187 Days

Department Approval: [Signature]      Date: 29 May 2022

Administrator Approval: [Signature]      Date: 6/20/22

ADA Review: [Signature]      Date: 5-26-2022

Human Resource Approval: [Signature]      Date: 05/26/2022

Superintendent Approval: [Signature]      Date: 5-31-22

Original date: 07/19      Revised: 05/22      Revised: \_\_\_\_\_      Revised: \_\_\_\_\_

**GENERAL FUNCTION**

**This position is grant funded and is considered a temporary, year-to-year position.**

Under direction of the school principal, the **Clinical Support Specialist (School-Based)** provides a full spectrum of clinical mental health services within the scope of employee's licensure. Will provide services ranging from crisis response and mental-health therapy to case management. Meet with students individually or in group sessions and frequently work with administrators, school counselors, school psychologists, classroom teachers, school nurses, parents, and community groups. Provides responsive services and system support through high-quality clinical mental health care for students and families as well as provide transition care by linking and referring students and families to mental health community providers that best fit their clinical needs. Responsible for providing the highest possible care to every student served. Will consult with parents, teachers and other school personnel to support student mental health and behavioral needs.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

- Assess student needs using multiple sources of data for the purpose of developing and implementing individualized plans of services to support, social, emotional, and academic objectives.
- Function as a member of the School Mental Health Team (SMHT) and Special Education team and attend team, Individual Education Plan (IEP) meetings, and others as needed and/or directed by the LEA.
- Provide a full spectrum of clinical services within the scope of employee's licensure. These services range from crisis response and mental-health therapy to case management.
- Provide high-quality clinical mental health care for students and families as well as provide transition care by linking and referring students and families to mental health community providers that best fit their clinical needs. Provide the highest possible care for every student.
- Coordinate activities with the school administration, as well as a variety of outside service agencies, school sites, etc. (e.g. mental health, medical, etc.) for the purpose of providing referrals or services for families and/or students.
- Perform initial and ongoing assessment of risk and needs in collaboration with the student, the student's family and the school leadership team.

- Lead group or individual counseling sessions as assigned to enhance social and emotional development of individuals.
- Perform regular individual-therapy sessions for students that target short-term interventions designed to increase the health and resilience based on student needs.
- Consult with parents, teachers and other school personnel to support student mental health and behavioral needs. Collaborate and consult with supervisors, team members, community partners and other relevant parties concerning student issues.
- Travel to assigned schools within the feeder system using own transportation to support students with their mental health needs.
- Provide a high level of customer service for local school staff, District employees and other community members.
- Respond to requests for intervention in situations that could negatively affect the student's education plan to address student needs and change unproductive behavior.
- Provide referrals for families and/or students with a variety of outside services agencies, school sites, etc. (e.g. mental health, probation, medical, community treatment providers, etc.) to support academic achievement and wellness.
- Will be involved in various case-management responsibilities, including helping students and their families with housing, work-related issues, medical concerns, funding issues, health insurance, discharge planning, referrals and more as needed.
- Will be involved in crisis response within schools to ensure student and staff safety and well-being.
- Gather and maintain appropriate releases of information from parents and/or legal guardians of students in a secure location to ensure compliance with Utah Family Education Rights and Privacy Act (FERPA) and maintain confidentiality of all student information.
- May conduct annual reviews, implement, and monitor Section 504 plans as needed or assigned.
- Respond to emails, phone calls, voicemail, texts and other forms of communication in a timely manner to students, school and District employees and community members.
- Complete all treatment-related letters, appropriate clinical documentation, internal processes, data entry and other required reports accurately, thoroughly and in a timely manner.
- Maintain knowledge of District rules, school rules, student rights and relevant legal and ethical codes. Ensure compliance with county, state and/or federal requirements.
- Assist the assigned school leadership team as needed and work in concert with the priorities of the health and wellness team.
- May conduct parent education classes and related services in cooperation with the Jordan Family Education Center.
- Additional work days may be required in addition to the assigned contract.
- Participate in appropriate educator evaluation procedures as per State and District guidelines in accordance with DP311-Evaluation of Licensed Personnel.
- Maintain professional competence through in-service education activities required by the District and State, as well as self-selected professional growth activities.
- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission. Represent the District in a professional, ethical and positive manner.
- Attend and participate in department meetings as required. Meet regularly with supervisor to discuss performance based job duties.
- Follow District procurement guidelines with administrative approval.
- Create a clean and organized environment that is conducive to student learning.
- Is responsible for understanding and adhering to all District policies and complete the annual crucial policy review.
- While performing the duties of this job, the employee is constantly required to sit, speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to use hands to handle or feel and must occasionally climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities to see and supervise students.
- Adhere to contract time. Requires daily attendance at assigned work location.
- Other duties and responsibilities as assigned by the principal/administrator.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

### **QUALIFICATION REQUIREMENTS**

- Requires an active professional license in the State of Utah as a Clinical Mental Health Counselor (CMHC, ACMHC), Licensed Clinical Social Worker (LCSW, CSW), Licensed Marriage and Family Therapist (LMFT), or other clinical mental health license according to DOPL state license requirements.
- Requires a Master's Degree from an accredited college or university in a related field.
- Experience in both crisis response and mental health is preferred.
- Experience working with children and adolescents is preferred.
- Requires strong computer and educational technological skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to travel to multiple locations using own transportation.
- Requires the ability to deliver evidence-based clinical practices with individuals, families and groups.
- Requires the ability to deal with crisis issues in a calm and effective manner.
- Requires the ability to establish and maintain effective working relationships with students, parents, school/District staff, community and social agencies. Requires strong collaboration skills.
- Requires strong interpersonal boundaries and a clear understanding of ethical responsibilities.
- Requires strong interpersonal communication skills (oral and written) and the ability to work as a member of a team as well as the ability to work independently with little direct supervision.
- Requires the ability to manage confidential and legally sensitive situations.
- Requires the ability to document student and parent interactions accurately using relevant clinical language and structure.
- Requires the understanding to follow legal and ethical codes related to scope of licensure and applicable District practices.
- Fulfill the employee immunization requirements or complete the applicable health department exemption form if required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **Machines, Tools & Equipment Used:**

- Standard office equipment, educational technology, computers, standard machines used in a teacher workroom.