

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Behavior Intervention Associate

REPORTS: Behavior Intervention Coordinator
/Supervisor

DEPARTMENT: Special Education

CLASSIFICATION: Classified Management

FLSA: Exempt

WORK YEAR: 220 Contract Days

ISSUED: February 17, 2022

SALARY: Range 40A

BASIC FUNCTIONS:

Under the direction of the behavior intervention program supervisor, the behavior intervention associate provides mental health counseling services to students and families with the goal of providing supports to help improve the academic, behavioral, and social-emotional functioning of students.

SUPERVISION:

This position is designed to provide professional opportunity for recent graduates to apply their knowledge in the field of mental health and earn supervised post-degree hours to fulfill their licensing requirements. A licensed therapist provides clinical supervision to the job incumbent, while the behavior intervention program coordinator provides administrative supervision.

REPRESENTATIVE DUTIES:

Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principle job elements.

DISTINGUISHING CHARACTERISTICS:

The behavior intervention associate provides mental health supports, individual and group counseling, to support students and families in grades K-12. The behavior intervention associate will screen and assess students and develop counseling goals and objectives for implementation of services and supports within the school setting. The behavior intervention associate prepares and conducts workshops and trainings related to mental health issues and crisis response to help support school staff and parents/guardians address the mental health needs of students.

E = Essential Functions

MINIMUM REQUIREMENTS:

1. Conducts individual student screenings and assessments that include selecting, administering, scoring, and interpreting test results, and other tools designed to measure a student's attitudes, abilities, aptitudes, mental, emotional, and behavioral concerns for the purpose of establishing counseling goals and objectives for students to cope adequately with life situations and to reduce stress, change behavior, and make well-informed rational decisions. **(E)**

2. Provides individual, group counseling services, and interventions, and completes required documentation to monitor student progress and report progress on counseling goals. **(E)**
3. Communicates and collaborates with school site staff, District personnel, and family members as a means of effectively supporting students and strategies, both in-home and in the school setting, to optimize the overall progress of the student. **(E)**
4. Works as a team member and participates in meetings and other school-based activities to support students' social-emotional well-being in order to foster students' success in school. **(E)**
5. Provides a high performance, customer service-oriented environment which supports achieving District and site objectives and expectations.
6. Participates as a member of the District's crisis response team and provides crisis prevention/response training, support, and counseling on an as needed basis. **(E)**
7. Consistently and routinely updates case files for students utilizing school information systems and other computer-based data files.
8. Works in collaboration with multiple district, city, county, and private agencies in a school-based integration model to direct and manage delivery of counseling services to students and their families, and refers students to other public, private community agencies as appropriate.
9. Performs related duties as assigned.

EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:

A Master's degree in Social Work (MSW), Marriage Family Therapy (MFT), or a related field. One year minimum experience working with mental health and behavioral health programs as a Board of Behavioral Sciences (BBS) trainee or student practicum intern.

Valid and current registration issued by the California Board of Behavioral Sciences (BBS) as an Associate Clinical Social Worker (ACSW) or Associate Marriage Family Therapist (AMFT).

A valid California class C driver's license, a good driving record, and the ability to maintain insurability under the District's vehicle insurance policy.

KNOWLEDGE OF:

- Theory, principles, and practices of mental health;
- Counseling techniques used to meet the needs of a diverse student population;
- Federal, state, and local laws, regulations and codes regarding standards of practice for behavioral health, case management, and related services;
- Community resources and services applicable to carrying out assigned case management and social services responsibilities;
- Child, adolescent or development psychology and group dynamic theories and practices; and
- Developmental, social/emotional and behavioral characteristics of school age students.

ABILITY TO:

- Identify the behavioral, social, and emotional needs of students in grades K-12;
- Maintain accurate records; meet established time frames;
- Establish and maintain effective relationships with those contracted in the course of work;
- Obtain sensitive and confidential information through personal interviews;
- Interact effectively with parents and children of diverse backgrounds and experiences;
- Counsel on difficult, sensitive, and confidential matters often involving issues that are emotionally upsetting;
- Establish and maintain case records;
- Communicate effectively orally and in writing;
- Understand and carry out oral and written directions with minimal accountability controls; and
- Operate computer and computer programs.

WORKING CONDITIONS:**ENVIRONMENT:**

- District office environment and school sites;
- Demanding timelines;
- Subject to driving to a variety of locations to conduct work during day and evening hours;
- Must have valid California driver's license and automobile available for use;
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the public; and
- Indoor and outdoor environment.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records;
- Reaching overhead, above the shoulders, and horizontally;
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties;
- Hearing and speaking to exchange information in person and on the telephone;
- Visual ability to read and to prepare/process documents and to monitor various services;
- Sitting for extended periods;
- Standing for extended periods;
- Walking over rough or uneven surfaces;
- Climbing, occasional use of stepladders; and
- Physical activity may be required, which could include moderate lifting.

HAZARDS:

- Extended viewing of computer monitor;
- Working around and with office equipment having moving parts; and
- Subject to driving to a variety of locations to conduct work during day and evening hours.

FUNDING:

Continuity of this position is based on continued availability of grant funding.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of behavior intervention program associate and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(Signature of Employee)

(Date)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourage both prospective and current employees to discuss potential accommodations with the Division of Human Resources.

Board approved: February 17, 2022
Revised: April 21, 2022