

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Behavioral Health Counselor	REPORTS:	Program Manager/Clinical Supervisor
DEPARTMENT:	Health Services	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	215
ISSUED:	July 15, 2010	SALARY:	Range 38

BASIC FUNCTIONS:

Under the direction of the Program Manager/Clinical Supervisor, Behavioral Health, the Behavioral Health Counselor provides behavioral health services to District students referred for assessment and assistance with the goal of facilitating and promoting appropriate behavioral health and personal growth.

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 is intended to accurately reflect the principle job elements.

DISTINGUISHING CHARACTERISTICS:

A Behavioral Health Counselor identifies the behavioral health needs of students and develops therapy goals and objectives for implementation through an individual therapy plan. The Behavioral Health Counselor will participate in weekly individual and/or group clinical supervision through the Chino Valley Unified School District Counseling Center (to meet requirements for internship hours).

E = Essential Functions:

MINIMUM REQUIREMENTS:

1. Provides individual, group and family therapy services; completes required documentation for students.
2. Provides high performance, customer service-oriented work environment which supports achieving District and site objectives and service expectations.
3. Works in collaboration with multiple districts, city, county and private agencies in a school-based and school-linked integration model to direct and manage the delivery of counseling services to at-risk youth and their families; refers students to other public/private community agencies.
4. Develops and maintains behavioral health programs to meet student needs; conducts interviews, assessments and observations.
5. Participates in special assessments, individual therapy plans, and other meetings. Participates in weekly individual and/or group clinical supervision.
6. Performs related duties as assigned by supervisor.

EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:

A Master's degree in social work, psychology, counseling, and guidance or related field. Experience working with behavioral health programs as a Board of Behavioral Sciences (BBS) trainee or student practicum intern.

Valid California Board of Behavioral Sciences Examiners (BBSE), Marriage Family Therapist intern (MFT intern) license, or Associate Clinical Social Worker (ACSW).

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 AND ABILITIES:

KNOWLEDGE OF:

- Theory, principles and practices of behavioral health.
- Federal, state and local laws, regulations and codes regarding standards of practice for behavioral health and case management.
- Community resources and services applicable to carrying out assigned case management and social services responsibilities.
- Child, adolescent or developmental psychology and group dynamic theories and practices.

ABILITY TO:

- To identify the behavioral needs of students and assess family case management needs.
- To maintain accurate records; meet established time frames.
- Establish and maintain effective relationships with those contacted 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, files, reports and other materials.
- Communicate effectively orally and in writing.

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.
- Subject to frequent interruptions and extensive contact with students, staff, parents and the public.
- 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 and personnel.
- Sitting for extended periods.
- Standing for extended periods.
- Walking over rough or uneven surfaces.
- Climbing, occasional use of stepladders.
- 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.

FUNDING:

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

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Behavioral Health Counselor 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: July 15, 2010

Revised: October 7, 2010