

MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Mental Health Clinical Specialist II
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: The Mental Health Clinical Specialist II 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 II identifies the behavioral health needs of students and develops therapy goals and objectives for implementation through an individual therapy treatment plan. Mental Health Clinical Specialist II has the ability to be flexible under pressure and adapts to interruptions and changes efficiently. The Mental Health Clinical Specialist II may provide consultation for pre-licensed Mental Health Clinical Specialists or interns.

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 therapeutic milieu support for assessing, stabilizing, and supporting students' reentry and engagement with academic program. - E
- Conducts emergency student risk assessments (i.e. 5150) 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
- Makes recommendations to District personnel for mental health services and placements. - E
- May provides clinical supervision through weekly individual and/or group supervision meetings.
- Coordinates parent meetings as needed.
- Consults with school psychologists, school site administrator and staff, district

administrators, teachers, paraprofessionals, and parents/guardians regarding student mental health needs.

- Provides recommendations for strategies to teach age- appropriate and functional replacement behaviors to students.
- Maintains accurate records. Communicates effectively in verbal and written form.
- Completes ongoing Medi-Cal, ERMHS and/or Fee Schedule billing billing/documentation according to county mental health guidelines, maintaining daily billing requirements, and completes mental health assessments in a timely manner. - E
- Supports the development and maintenance of behavioral health programs to meet student needs, including positive reinforcement and limit setting systems.
- Participates in individual student IEP meetings and prepares and presents appropriate IEP paperwork and Mental Health Update.
- May participate in school coordinated CARE team meetings.
- Participates in student centered team meetings.
- Refers students to other community resources and agencies as approved by SPED Administration and county guidelines.
- May provide in-service training to parents, community agencies, students, district personnel and others.
- Works collaboratively as a team member with instructional teaching and support staff and administration.
- Works effectively, establishes, and maintains professional relationships with all segments of the education community (students, families, and staff), the general public, outside agencies, and diverse cultural populations and individuals in a manner that achieves district goals.
- Maintains confidentiality in all matters pertaining to students, families, and others.
- 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's Utilization Review (UR) process - E

KNOWLEDGE AND SKILLS

- Ability to manage workload and complete duties independently.
- 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.
- Capacity to function as a clinical conduit with administrative staff, present clinically relevant material, and facilitate a consensus driven decision regarding discipline and program decisions.
- Strong capacity to think critically, assess shifting priorities, and manage time for meeting complex site and student needs.
- Capacity to facilitate group meetings where multiple perspectives are included.
- 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 outreach and coordinate resources from the community as partners for student and site needs.

- 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)

MINIMUM QUALIFICATIONS

- Three (3) years' experience providing mental health therapy services or counseling and guidance support in a California school district, county office of education or county mental health authority, inclusive of up to one (1) year only of graduate field studies/internship.
- Three (3) years' experience in the behavioral health plan process (including direct services, developing and monitoring behavioral support plans treatment plans, monitoring progress, termination of services), inclusive of up to one (1) year only of graduate field studies/internship.
- Two (2) years' experience providing mental health therapy services to school- age populations.

LICENSES AND CERTIFICATES:

- Pupil Personnel Services (PPS) credential in school counseling, school psychology 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) license or registration: Licensed Marriage and Family Therapist (LMFT), Associate Marriage Family Therapist (AMFT), Associate Clinical Social Worker (ACSW), Licensed Clinical Social Worker (LCSW), Licensed Professional Clinical Counselor (LPCC), or Professional Clinical Counselor (PCC). Must finish required hours for licensure within one (1) year of accepting the position and successfully complete the exam in order to be licensed within one and a half (1.5) years of accepting the position.

DESIRED QUALIFICATIONS

- One (1) year experience in Medi-Cal charting.
- One (1) year experience working with a Special Education Local Plan Area or school district operations.

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 services at hourly rate, as assigned by Chief, Pupil Services and Special Education.

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

by Board: Revision approved 9/14/15 & 12/12/16

Board Approval: June 14, 2023

