



DISTRICT MENTAL HEALTH COUNSELOR

SUMMARY/SCOPE/GOAL

Provide district leadership and support schools in the areas of district crisis response and recovery, assist with coordination of partnerships with local community agencies and programs, support implementation of the state required mental and emotional health education, and comprehensive mental wellness pathways in schools.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Master's Degree or higher in Behavioral Health Sciences.

PREFERRED/DESIRED:

- Three (3) years of experience in working in mental health, school psychology, behavioral intervention, or related field.
- Experience facilitating meetings with parents and other community members.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid license by the state of Florida under Chapter 490/491, Florida Statutes in one of the following disciplines: School Psychology, Clinical Social Work, Mental Health Counselor or Clinical Psychology.

PREFERRED/DESIRED:

- Experience in Crisis Intervention, mental health counseling, and community partnerships.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Provide leadership and coordinate the planning, implementation, and evaluation of mental and behavioral health programming and services.
2. Coordinate program planning that involves district and school personnel as well as community service providers to support a multi-tiered system of support in schools related to mental and behavioral services.
3. Build community partnerships to help facilitate access to additional mental health resources and services for students and families.
4. Assist the Director of Student Services in immediate response to school crisis situations by coordinating responses and providing crisis responses in schools as directed.
5. Work to reduce risk factors and increase protective factors in students by organizing and coordinating training and initiatives.
6. Ensure parental rights are not being violated pursuant to state laws regarding mental and behavioral health services in schools.
7. Coordinate on-going assessment of mental and behavioral health by managing the collection, analysis, and reporting of data.

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8. Assist Director of Student Services to ensure compliance with all federal and state reporting requirements for mental and behavioral health, substance use/abuse, involuntary examinations, and other relevant reporting issues and requirements.
9. Assist with training for school psychologists, social workers, and school counselors in suicide prevention, intervention, and suicide risk inquiry process.
10. Provide insight and cooperative planning with community-based mental health agencies.
11. Assist in the Director of Student Services in the review, updating, and development of policies and procedures related to mental and behavioral health services.
12. Assist with the mental health allocation budget and monitor implementation as required by the state.
13. Assist with implementation of processes that assist schools with better identification of students at risk of behavioral issues and, in a timely manner, connect with school-based services and agency partners.
14. Maintain accurate and up-to-date records as required by law, policy, and administrative regulations.
15. Perform other duties as assigned.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of and ability to facilitate interagency services to meet student and school needs. Ability to identify gaps and offer resources in services for students, including resources that would assist families for student success in school. Ability to work successfully in stressful, confrontational and crisis situations. Ability to organize, prioritize and respond to multiple tasks. Ability to work efficiently and effectively with minimal supervision.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(M) MEDIUM WORK

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Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites occasionally. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Student Services	DEPARTMENT:	Student Services
TITLE CODE:	tbd	CONTENT BY:	Dr. Jenkins, Director – Behavior, Psychological and Mental Health Support
GRADE:	19	COMPENSATION:	Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	Submitted 9/8/2022	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	6/28/2022	Developed	Dr. Jenkins, Director – Behavior, Psychological and Mental Health Support

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.