



# LA CHEIM SCHOOL, INC.



## Job Description

**Job Title: Mental Health Coordinator I (Associate Clinician)**

**Work Location: El Sobrante, CA**

**Division/Department: El Sobrante School**

**Reports to: Clinical Director**

**Full-time**  
 **Part-time**

**Exempt**  
 **Nonexempt**

### POSITION DESCRIPTION

Under the direction of the Clinical Director and Education Director the Mental Health Coordinator provides individual therapy, group therapy, crisis management and case management services to children and adolescents. The MH Coordinator works in collaboration with the classroom or residential, school clinicians/case managers, and other program/education support staff to support the overall wellbeing and development of youth. Supervision available by qualified licensed clinical supervisor weekly.

### SUMMARY OF RESPONSIBILITIES

Provide weekly individual, group therapy, group psychoeducation/skill building to students/or residents.

Provides services in a trauma-informed, culturally responsive, and developmentally appropriate manner consistent with clinical standards.

Conduct daily or weekly groups and community meetings as assigned.

Establish rapport with students that supports therapeutic relationships.

Complete screenings, assessments, and generate treatment plans as part of routine clinical practice.

Maintain appropriate clinical records

Create and monitor individual treatment plans, and partnership plans with youth, families, clinical supervisor, and other youth supports as indicated.

Work collaboratively with multi-disciplinary teams.

Provide case management for assigned students.

Meet established standards of productivity.

Monitor and report effects of psychotropic medications under the direction of medical staff.

Complete and maintain all assigned charts in audit ready status.

Complete all necessary reports promptly.

Communicate effectively with team at assigned school-based placement setting, La Cheim School, or La Cheim STRTP.

Participate actively in Clinical Supervision as assigned.

Assist with crisis intervention guided by professional practice and Pro-ACT principles (training provided

## **QUALIFICATIONS AND SKILLS**

Ability to commute/relocate; El Sobrante, CA 94803

Reliably commute or plan to relocate before starting work

Education: Master's

License/Certification: AMFT, ASW – Associate Clinician (Registered)

Work Location: One Location

Work Remotely: No

## **DESIRED QUALIFICATIONS**

Ability to commute/relocate: El Sobrante, CA 94803:

Reliably commute or planning to relocate before starting work

Education: Master's

License/Certification: AMFT, ASW - Associate Clinician (Registered with BBS) (Required)

Work Location: One location

Work Remotely: No

## PHYSICAL REQUIREMENTS

The following is the extent of the specific activity required for this position:

- Stairs – climbing stairs up to 50-100 – up to 2-4 hours, not continuously
- Sitting – up to 2 hours, not continuously; standing – up to 4 hours, not continuously
- Walking – up to 2 hours, not continuously; bending over – up to 1 hour, not continuously
- Crawling – up to 0 hours; climbing – up to 0 hours, reaching overhead – up to a few minutes
- Crouching – up to ½ hour, not continuously; kneeling – up to a few minutes
- Balancing – up to 0 hours; pushing or pulling – up to a few minutes
- Lifting or carrying – 25 pounds or less; repetitive use of feet – up to 0 hours
- Repetitive use of hands – up to 0 hours
- Grasping – with one or both, simple and firm, for up to 1 hour, not continuously
- Fine dexterity - either hand up to 1 hour, not continuously Auditory and visual acuity – 8 hours within normal limits and may be with glasses, contact lenses or hearing aids.
- Driving cars and vans; Exposure to uneven concrete and blacktop
- Exposure to normal dust, heat, and noise
- Exposure to emotionally disturbed students who may be physically and verbally violent and require safe physical management
- Frequent exposure to office equipment.

### Equal Opportunity Employer

La Cheim School, Inc. is committed to diversity in its programming and in creating a staff reflective of the populations of the San Francisco Bay Area, and will not discriminate against applicants, employees, or unpaid veterans. We encourage and actively recruit applicants representing diversity of race, color, age, sex, race, religion, national origin, sex/gender expression and physical ability.

**Print Employee Name:**

**Employee Signature:**

**Date:**