



LA CHEIM SCHOOL, INC.



Job Description

Job Title: Mental Health Coordinator I (Associate Clinician)

Work Location: El Sobrante Campus

Division/Department: El Sobrante School

Reports to: Head of Service

Full-time

Part-time 20 Hours/Week

Exempt

Nonexempt

POSITION DESCRIPTION

Under the direction of the Head of Service, the school-based Mental Health Coordinator provides individual therapy, group therapy, crisis management, and case management services to children and adolescents in a non-public school setting. The MH Coordinator works in collaboration with the school and clinical team and outside specialists to support the overall wellbeing and development of youth. The MH Coordinator coordinates and maintains oversight for timely and complete Utilization Review by the Team to ensure Quality Control for Medi-Cal services. Supervision is available by qualified licensed clinical supervisor weekly. An opportunity for a 20 hours per week option is available. La Cheim is a Qualified Employer for Public Service Loan Forgiveness for full-time employees, see <https://studentaid.gov> for details of this program.

SUMMARY OF RESPONSIBILITIES

- Coordinate, create and monitor the timely completion of individual treatment plans, and partnership plans with youth, families, Team members, and Head of Service, and other youth supports as indicated.
- 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
- Work collaboratively with multi-disciplinary teams.
- Provide case management for assigned students.
- Meet established standards of productivity.
- Monitor and report the 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 the 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)

ADDITIONAL RESPONSIBILITIES

- Coordinates and maintains Utilization Review oversight for the Team's timely and complete Utilization Review process to ensure Quality Control for Medi-Cal services rendered.
- Provide consultation to classroom staff, assist in establishing behavior expectations.
- Interact with students across the milieu as appropriate.
- Respond effectively in crisis situations.
- Lead and attend team and staff meetings and trainings as scheduled.
- Facilitate conferences between students and staff to enhance student participation.
- Attend IEP meetings as scheduled.
- Maintain professional behavior in all interactions with students, parents, and staff; and
- Other duties may be required as La Cheim continues its development.
- Employees are expected to be flexible and responsive to changes in the scope of duties.

TRAINING

- La Cheim Staff participate in monthly relevant training provided through Relias.
- Complete other training, as assigned.

QUALIFICATIONS AND SKILLS

- Post Graduate AMFT, ASW, APCC, Associate Clinician (Registered with BBS) (Required)
- Valid California Driver's License
- Clearances of TB test, physical exam, FBI and DOJ, and other mandatory State/Federal requirements.
- Excellent written and verbal communication skills
- Ability to write and implement Behavior Treatment Plans
- Ability to effectively, efficiently document provided services
- Ability to work in a fast-paced environment
- Must be a team player

DESIRED QUALIFICATIONS (OPTIONAL)

- Good Time Management and organizational abilities
- Comfortable working with clients with severe mental illnesses
- Culturally sensitive and skillful at collaborating with a diverse population
- Steady, even temperament – ability to project calmness and courtesy

ADDITIONAL REQUIREMENTS (OPTIONAL)

- Maintains fixed and regular scheduled hours
- Position is daytime hours Monday thru Friday 9 am – 430 pm
- Maintenance of weekly BBS documentation towards potential licensure

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 residents 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: