



LA CHEIM SCHOOL, INC.



Job Description

Job Title: Mental Health Specialist, Intern

Work Location: El Sobrante Campus

Division/Department: El Sobrante School

Reports to: Clinical Coordinator

Full-time
 Part-time

Exempt
 Nonexempt

POSITION DESCRIPTION

Under the direction of the Clinical Coordinator and Clinical Director the Mental Health Specialist (MHS) Intern provides individual therapy, group therapy, crisis management and case management services to children and adolescents. The MHS Intern works in collaboration with the school and residential teams, outside specialists, and families to support the overall wellbeing and development of youth. Weekly supervision available by qualified licensed clinical supervisor.

SUMMARY OF RESPONSIBILITIES

- Provide weekly individual therapy, daily group therapy, and family therapy.
- Support students in their effort to gain coping skills and manage emotion in the milieu.
- Provide services in a trauma-informed, culturally responsive, and developmentally appropriate manner consistent with clinical standards.
- 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 meeting timelines and documentation standards.
- Create and monitor individual treatment plans, and partnership plans with youth, families, clinical supervisor, and other youth team 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 all necessary reports promptly.
- Communicate effectively with team members across settings and departments.
- Participate actively in Clinical Supervision as assigned.
- Assist with crisis intervention guided by professional practice and Pro-ACT principles (training provided).

ADDITIONAL RESPONSIBILITIES

- Provide consultation to classroom staff, assist in establishing behavior expectations.
- Interact with students across the milieu as appropriate.
- 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 and boundaries in all interactions with students, parents, and staff
- 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.

QUALIFICATIONS AND SKILLS

- Licensed Eligible
- 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 Plan
- Ability to effectively document provided services
- Ability to work in a fast-paced environment
- Must be a team player

DESIRED QUALIFICATIONS

- 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

- Maintains fixed and regular scheduled hours

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.