

**SANTA CLARA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: COORDINATOR – MENTAL HEALTH WELLNESS**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor oversees, evaluates, and ensures the provision of technical assistance for school-based health and wellness services including school site-based wellness centers; supervises and coordinates multidisciplinary and ancillary support staff in the provision of mental health services to clients; provides daily administrative oversight to the team, with technical supervision of licensed clinical staff exercised in accordance with scope-of-practice guidelines.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Provides training, technical assistance, and clinical support to districts and Youth Health & Wellness staff.

Supports with the administration and implementation of billing services.

Supports the development and implementation of Wellness Center service delivery model.

Provides technical assistance and support to districts implementing Wellness Center programs and initiatives.

Reviews case records for completeness, consistency, and quality of mental health and wellness services provided including application of proper techniques; ensures compliance with state and federal mandates.

Consults with individual workers to promote staff development and to recommend solutions to complex cases.

Reviews cases and provides recommendations on special cases.

Assists in planning, developing, and implementing mandatory and discretionary mental health programs in accordance with applicable laws, ordinances, and regulations by determining type and level of services to be provided, measures of quality-assurance to be employed, and formulating and carrying out policies and procedures.

Keeps informed of new developments in the field of clinical social work, school social work, marriage and family therapy and behavioral sciences.

Identifies staff training and development requirements and provides training and guidance to administrative and clinical staff to ensure mental health and wellness services delivery effectiveness.

Oversees the daily operations of the workforce development, billing, and internship programs.

Provides clinical supervision and consultation to assigned staff.

May carry a caseload that includes the more complicated or emergency casework assignments as required.

Reviews and/or approves authorizations, assessments and treatments plans and other needed documentation for healthcare billing.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE, ABILITIES AND COMPETENCIES:**

**KNOWLEDGE OF:**

School-based mental health research and services;  
County health and human services;  
Regulations related to confidentiality and sharing of information between agencies and schools;  
Medi-Cal certification and billing process;  
General principals of educational psychology, adolescent growth and development;  
Principles and practices of organizational leadership, including the ability to lead change process;  
Program management and implementation guidelines;  
Collecting and assembling data to generate reports;  
Clinical supervision and consultation.

**ABILITY TO:**

Plan, organize and direct the development of the program;  
Analyze data and evaluate program needs;  
Communicate effectively with school districts and community partners regarding program;  
Interpret, apply and explain rules, regulations, policies and procedures;  
Research and organize information;  
Prepare comprehensive narrative and statistical reports related to assigned activities;  
Provide technical, specialized, consultative, advisory and planning services;  
Work independently with little direction;  
Communicate effectively both orally and in writing;  
Establish and maintain cooperative and effective working relationships with others;  
Operate a computer and assigned office equipment.

**LEADERSHIP TEAM COMPETENCIES:**

Develops and fosters effective individuals and teams;  
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;  
Demonstrates emotional intelligence;  
Models inclusive, effective, and authentic communication;  
Applies knowledge of the intersectionality of race, equity, and inclusion;  
Builds and sustains positive, trusting relationships;  
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a master’s degree in counseling, social work or related field and a minimum of four (4) years of service with a Pupil Personnel Services Credential.

**LICENSES AND OTHER REQUIREMENTS:**

- Four years of successful practice with a valid Pupil Personnel Services Credential in Counseling, Social Work, or School Psychology
- Valid California Administrative Services Credential
- Valid Board of Behavioral Sciences License in Clinical Social Work (LCSW), License in Marriage and Family Therapy (LMFT), or License in Clinical Psychology
- Completed Clinical Supervision Training
- Valid California driver's license

Individuals working towards acquiring the credential and/or licensure requirements may be considered for employment on a conditional basis.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations  
Dexterity of hands and fingers to operate a computer keyboard  
Seeing to read a variety of materials  
Sitting or standing for extended periods of time

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Approved:

Larry Oshodi  
Assistant Superintendent-Personnel Services

Date

Revised 7/6/22: Title changed from Manager-Social Emotional Wellness-Youth Health and Wellness to Coordinator-Mental Health Wellness