

**SANTA CLARA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: MENTAL HEALTH SCHOOL WELLNESS SPECIALIST**

**BASIC FUNCTION:**

The Mental Health School Wellness Specialist is responsible for the operation of the Wellness Center at assigned school site(s), including program implementation, day to day operations, coordinating direct services, spearheading schoolwide prevention and education efforts and providing direct services; ensures compliance with applicable State and Federal laws, codes, and regulations (HIPAA and FERPA) related to student support and wellness services; assists with Medi-Cal and insurance billing certification process and billing, and performs related work as required to ensure that all programs are in alignment with the outcomes for student success. This position is contingent upon the receipt of grant funding.

**REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

**ESSENTIAL DUTIES:**

Promotes school wide health and wellness by developing and coordinating prevention and wellness activities.

Provides and/or coordinates provision of support groups, 1:1 counseling, crisis intervention services, and case management.

Conducts intake assessments and triage, develops treatment plans, and provides case management, crisis counseling, and interventions to referred students.

Serves as member of school intervention teams; conducts risk assessments to support student safety; maintains and documents individual and group counseling logs, notes, and summaries of mental health treatments provided.

Collaborates with school site staff and other Wellness Center team members to encourage alignment, collaboration, and implementation of programs and services on site and across sites.

Leads weekly meetings with the school site Wellness Team.

Manages the student referral and case management system.

Provides training and guidance to Wellness Center Liaison, PPS interns, MSW and clinical interns as assigned.

Participates in Medi-Cal and commercial health insurance billing.

Delivers professional learning opportunities for school staff, parents, and students; provides ongoing specialized mental health assistance to school staff, parents, and students.

Provides and/or coordinates provision of consultations for school staff, parents, and students.

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Facilitates student clubs and/or other student groups to support and promote mental health and wellness.

Conducts communication and outreach to school staff, parents, students, the community, and partners.

Coordinates prevention and intervention programs and services with school staff, school counselor, Behavioral Health Services Department (BHSD), and other community mental health providers.

Participates in and supports the student advisory council and wellness advisory board, to ensure youth voice and community voice within the wellness center, in collaboration with the Social Emotional Wellness Coordinator.

Works with Wellness Liaison and interns to assess student needs at the site and coordinates with community partners to provide student wellness services on and off campus.

Collaborates with community partners to track referrals, services received, and programs offered to students and families.

Completes and oversees data entry, data utilization, and documentation for ongoing services, referrals, and programs.

Assists sites with data collection such as Wellness evaluation surveys and California Healthy Kids Survey.

Maintains a case management filing system of all registered and referred clients in compliance with HIPAA and FERPA regulations.

Manages reporting requirements to ensure compliance with State Education Code, FERPA, HIPAA, and other applicable laws, rules, and regulations.

Assists parents/caregivers and students to access and utilize community resources.

Provides referrals to students and families to relevant social services and community resources.

Collaborates with school site personnel, district administrators, SCCOE, BHSD, parents, and other mental health providers to coordinate delivery and care of effective mental wellness services.

Conducts travel, as needed, to provide treatment, support, and consultation to meet students' and families' mental health needs.

Participates in and facilitates some outreach and engagement events after or before the traditional school day

Attends and participates in, back-to-school night, open house and other events that may fall outside of the traditional workday.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Comprehensive School Health Model;

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Evidence-based practices and modalities of counseling, family system theories, and therapeutic methodologies;

Ethics and associated legal confidentiality requirements;

Applicable sections of State Education Code, and other applicable laws, rules, and regulations;

Health Insurance Portability and Accountability Act (HIPAA);

Family Education Rights and Privacy Act (FERPA);

Diagnostic and Statistical Manual of Mental Disorders (DSM);

Diagnosis and treatment models for individuals, groups, and families;

Medi-Cal billing process;

Abnormal and normal child development, behavior, and parent-child relationships;

Techniques for crisis management and intervention;

Community referral resources;

Effective verbal and written communication;

Group dynamics and conflict resolution;

Best practices in training and supervision techniques;

Record writing and record-keeping techniques;

Social, emotional, and mental health issues for school aged children;

Child abuse mandated reporting policies and procedures;

Computers, databases, internet, email, spreadsheets, and student information systems.

**ABILITY TO:**

Coordinate, plan, and organize direct services and programs;

Establish and maintain strong working relationships with others;

Collaborate and use problem-solving skills when working with staff and outside agencies;

Implement HIPAA and FERPA regulations;

Work independently at the school site level with little direction;

Plan and conduct mental health services and programs for students or groups of students, inclusive of therapy;

Provide direct intervention to support students with mental health disorders, including development of effective treatment plans;

Make referrals for community resources, support groups, and social services;

Interpret, apply, explain, and maintain current knowledge about applicable laws, codes, rules, and regulations inclusive of HIPAA and FERPA;

Conduct statistical analysis by analyzing data;

Complete work despite many interruptions;

Maintain accurate records and prepare various reports;

Prepare slide decks and deliver oral presentations;

Supervise, train, and monitor the performance of Wellness Center Liaison and the MSW and MFT interns.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Master's in Counseling, Psychology, Social Work, Marriage and Family Therapy or related mental health field and one year experience working in an educational or mental health organization working with school aged children in educational, individual, or family therapy service settings.

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Experience with “at promise” students, and/or experience working in a Wellness/School Based Health Center preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Pupil Personnel Services Credential in Social Work, School Psychology or School Counseling  
Possession of a valid California license as a Marriage and Family Therapist, Clinical Social Worker, Clinical Counselor or Psychologist issued by the California Board of Behavioral Science (BBS) – preferred  
Valid California Driver’s License

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

May require:

Fluency in English and a second language as specified by the Santa Clara County Office of Education.

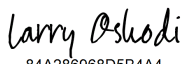
**WORKING CONDITIONS:**

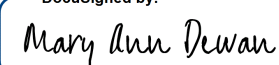
**ENVIRONMENT:**

- School site
- Indoor/outdoor and community-based environment
- Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

- Hearing and speaking to exchange information in person and on the telephone
- 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
- Bending at the waist, kneeling, or crouching to assist students

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Approved:	Larry Oshodi Assistant Superintendent-Personnel Services	Date

	<small>DocuSigned by:</small>  <small>72890FED1F52493...</small>	6/3/2022   11:23 AM PDT
Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date