

Job Title: Clinical Mental Health Counselor I & II (CMHC)
Department: Assigned School
Reports To: School Administrator
FLSA Status: Exempt
Salary Schedule: EP (see Salary Schedule Assignment section)



SUMMARY

Under the supervision of a Licensed Clinical Social Worker, the Clinical Mental Health Counselor I & II work with the assigned school administrators, counselors, and social workers, to develop and implement appropriate responsive mental health services. The CMHC provides mental health counseling services and assistance to students, parents, and school staff. When appropriate or necessary, CMHC may provide information for outside support services to help students with social, emotional, and behavioral challenges.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

**All essential duties and responsibilities are conducted under the supervision of an approved Licensed Clinical Social Worker.*

Conducts applicable assessments and evaluations to determine social, emotional, and behavioral needs of students.

Establishes and/or maintains appropriate data collection procedures. Interprets data to ensure data based decision making and coordinates support as a member of a multidisciplinary team to determine needed supports, eligibility for services, and school placement.

Completes, maintains, and monitors timely and accurate documentation, reports, student records, and assessments with strict confidentiality.

Maintains open communication with students, parents, staff members, and other key stakeholders.

Works directly with students experiencing difficulty managing social emotional behavior in individual and/or group settings. Facilitates ongoing groups specifically designed to meet identified needs.

Provides professional development, training, and consultation for faculty and staff on evidence-based practices regarding social, emotional, and behavioral supports and interventions for students.

Coordinates with outside agencies and services when necessary.

Attends applicable conferences, professional seminars, district meetings, and workshops as required for the position and with administrative consent specific to social, emotional, and behavioral learning.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must have knowledge of available mental health resources. Ability to appropriately handle confidential information in accordance with District policies.

Ability to establish and maintain productive working relationships with staff, colleagues, and the general community.

Ability to work on multiple tasks and prioritize appropriately. Ability to complete assigned tasks with minimal supervision. Ability to organize office settings and work environments to efficiently accomplish tasks.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, and/or public groups.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Master's Degree in Mental Health Counseling from an accredited university program.

Preference given for experience working with trauma and competence managing crisis situations and/or experience working with students grade 6 – 12.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Utah DOPL Clinical Mental Health Counselor (CMHC) License or an Associate Clinical Mental Health Counselor (ACMHC) License.

ACMHC Licensed candidates must complete the requirements to obtain a valid Utah DOPL CMHC License within 2 years assignment start date.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Clinical Mental Health Counselor Salary Schedule Assignment

CMHC Level I (EP lane 04)

Clinical Mental Health Counselor’s (CHMC Level I) with a valid Associate Clinical Mental Health Counselor License will be assigned to lane 4 of the EP salary schedule, while completing the required 4,000 hours of post graduate supervised experience and any required assessments to obtain the Clinical Mental Health Counselor License. The CHMC Level I may be eligible for advancement to lane 5 after receipt of the Utah DOPL CHMC License.

CMHC Level II (EP lane 05)

Clinical Mental Health Counselor’s (CHMC Level II) with a valid Clinical Mental Health Counselor License, will be assigned to lane 5 of the EP salary schedule.

Prepared By: Social Emotional Learning Support Coordinator			Date: 08/23/2018
Approved By: Assistant Director, Human Resources			Date: 09/27/2018
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	