

# Mental Health Professional/Coordinator

Dept/Div: Special Education/N/A

FLSA Status: Exempt

## General Definition of Work

Performs professional work providing skills training to students, creating and maintaining records and reports, creating and completing diagnostic assessments, providing clinic supervision for mental health practitioners and clinical consultation for mental health professionals, and related work as apparent or assigned. Work is performed under the general direction of the Assistant Director.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Provides skills training for students.

Provides clinical supervision of staff.

Facilitates family contact and coordination of care.

Maintains clinical notes and records of services provided.

Completes treatment plan reviews and updates.

Develops diagnostic assessments.

Consults with licensed staff and lead teacher on TEA program development

Consults with Director and Assistant Director on development of mental health programming district-wide

## Knowledge, Skills and Abilities

Comprehensive knowledge of the Department of Human Services requirements; comprehensive knowledge of policies and procedures for providing mental health services in an educational setting; comprehensive knowledge of clinical childhood mental health disorders; thorough skill reading, writing and conducting diagnostic assessments, treatment plans and progress notes; general skill using standard office equipment and applicable hardware and software; ability to establish and maintain effective working relationships with staff, clinical providers, families and students.

## Education and Experience

One of the following:

- Psychiatric nurse-registered nurse with license and certified as clinical specialist
- MA degree in nursing or related field with 4,000 hours of post masters supervised experience
- LICSW or MA with at least 4,000 supervised hours post MA
- Licensed psychologist
- Licensed psychiatrist
- LMFT with two years post masters supervised experience
- Clinical nurse specialist-registered nurse licensed by the MN Board of Nursing and certified as a clinical nurse specialist in psychiatric or mental health nursing
- Psychiatric nurse practitioner-must meet both of the following:
  - Advanced practice nurse licensed to practice as a registered nurse according to the MN Board of Nursing
  - Certified as a nurse practitioner in family psychiatric or mental health nursing by a national nurse certification organization

## Physical Requirements

This work requires the frequent exertion of up to 50 pounds of force and up to adult-size body weight with two-to-three person lift. Ability to support student's full body weight up to adult size; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires walking and frequently requires standing, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or

## **Mental Health Professional/Coordinator**

pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Last Revised: 9/27/2011

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