

JOB DESCRIPTION

Job Title: Clinical Social Worker I (9801)
Clinical Social Worker II (9802)

Job Summary:

Under general supervision of the department director and/or designee, the Clinical Social Worker provides a range of mental health support services to students and families. Responsibilities include direct and indirect mental health services, consultation, training, crisis response, and referrals. The Clinical Social Worker also supports mental health prevention and early intervention efforts in collaboration with school personnel and community partners. Services are provided under the supervision of a licensed mental health professional.

Distinguishing Characteristics for Clinical Social Worker Job Series I and II

The job series is designated as a transition classification where incumbents are expected to continuously pursue full licensure towards Licensed Clinical Social Worker (LCSW). The level and complexity of individual work assignments is commensurate with the level of licensure achieved and work experience.

The Clinical Social Worker I (9801) is the entry level in the job series. Incumbents function as Associates and are considered in a training status as each accumulates the necessary clinical hours and are preparing for examination with the state board. Incumbents must pass the state board examination within five years of appointment at the TSW I level.

The Clinical Social Worker II (9802) is the journey level social worker who possesses full licensure.

Essential Duties:

- Serve as the primary provider of mental health services at assigned school sites.
- Conduct assessments, provide diagnoses (if qualified), and develop treatment plans as needed.
- Deliver targeted interventions to students identified as at-risk or exhibiting elevated social, emotional, or behavioral needs.
- Participate as a member of site and district crisis response teams.
- Collaborate with parents/guardians, school staff, community agencies, and regional mental health providers.
- Support systems for identifying students in need of mental health interventions.
- Monitor at-risk students to ensure access to appropriate services and follow through on referrals.
- Utilize standardized mental health screeners to assess student and family needs.
- Maintain timely and accurate documentation in compliance with Medi-Cal, program, billing, and productivity requirements and standards.
- Coordinate with existing county mental health programs to ensure students with intensive needs receive appropriate services.
- Deliver mindfulness and Social-Emotional Learning (SEL) training to classes, groups, and individual students.
- Provide support and coordination for students receiving intensive mental health services from external providers.
- Facilitate small-group parenting sessions, which may include recurring evening hours, to provide families with strategies and support in fostering student well-being and success.
- Communicate with mental health providers and educational teams to ensure alignment of support strategies.
- Work with IEP teams, families, and school personnel to advocate for and secure necessary services.
- Identify and assist families in accessing services that address barriers to student success (e.g., attendance, achievement, behavior).
- Offer intervention services for families, including parenting support, brief counseling, and referrals to community resources.
- Adhere to all program policies, confidentiality requirements, and professional ethical standards.
- Document and monitor service delivery using the designated Electronic Health Record (EHR) system.
- Coordinate billing for all eligible therapy and collateral services in alignment with Children and Youth Behavioral Health Initiative (CYBHI) Fee Schedule requirements.
- Collect data and prepare reports to track progress toward treatment goals.
- May supervise other staff as assigned.
- Attend required meetings, trainings, and professional development activities at local, regional, and state levels.

- Travel throughout Tulare County for work-related responsibilities.
- Perform other related duties as assigned.

Skills, Knowledge and/or Abilities:

Skills to:

- Communicate effectively both orally and in writing.
- Complete mental health documentation that meets or exceeds the standard of care.
- Navigate and effectively utilize Electronic Health Record (EHR) systems.
- Define problems, gather and analyze data, and develop appropriate conclusions and actions.
- Perform crisis intervention and conduct mental health assessments.
- Collaborate with other mental health providers and community/cultural brokers to support positive student outcomes.
- Organize work, set priorities, and meet established deadlines in a dynamic environment.
- Follow complex verbal and written instructions.
- Use correct English grammar, spelling, punctuation, and syntax.
- Operate a computer and standard office software programs.
- Travel to various sites within and outside of Tulare County as needed.

Knowledge of:

- Typical child and adolescent development.
- Evidence-based approaches to emotional, behavioral, and social challenges.
- Principles and methods of counseling, including psycho-social assessment and treatment planning.
- Psychological and social characteristics of children with disabilities or emotional disturbances.
- Techniques in individual, group, and family counseling, including brief therapy models.
- Effective crisis intervention strategies.
- Techniques for accurate record-keeping and clinical documentation.
- Culturally responsive practices and traditional healing methods within diverse populations.
- Community-based health and human services and how to coordinate with local providers.
- Applicable federal, state, and local laws and regulations related to health, education, and mental health services.
- Legal and ethical responsibilities, including confidentiality and consumer rights.
- Requirements for documentation and reporting per the Board of Behavioral Sciences.
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- Analyze situations accurately and determine appropriate actions.
- Establish and maintain effective working relationships with students, families, school staff, and community partners.
- Support students' adjustment to school and facilitate access to district and community services.
- Maintain comprehensive records and prepare accurate reports.
- Work independently and take initiative to address service gaps and barriers.
- Provide services to diverse student populations across a range of socioeconomic and cultural backgrounds.
- Operate standard office equipment and technology required to perform job duties.
- Work regular evening hours to accommodate parenting classes, as needed.
- Travel within the county using personal and/or Tulare County Office of Education vehicle, when necessary.

Responsibilities include: working under supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly impact the organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 85% sitting, 5% walking and 10% standing. The job is performed under minimal temperature variations.

Education Required:

- Social Worker I: Current registration with California Board of Behavioral Sciences as Associate Social Worker (ACSW), Associate Marriage and Family Therapist (AMFT), or Associate Professional Clinical Counselor (APCC).
- Social Worker II: Possess license from California Board of Behavioral Sciences (CA BBS) as Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), or Licensed Professional Clinical Counselor (LPCC).

Experience Required:

- Experience providing mental health services to students in an educational setting is preferred.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.
- Must be able to use own vehicle to travel throughout the County, as needed.
- Bilingual in Spanish is preferred.

FLSA Status: Non-Exempt

September 2025

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.