

JOB DESCRIPTION

Job Title: Supervisor, Educationally Related Mental Health Services (9974)

Job Summary:

Under general supervision and direction of the department administrator, oversee a team of mental health professionals providing therapeutic services to students with Individualized Education Programs (IEPs). This position will also assist in the development and implementation of treatment plans, offer regular individual and group supervision sessions, and deliver direct mental health services to a small caseload of students, as needed.

Essential Duties:

- Provide clinical supervision and guidance to a team of mental health providers working with students on IEPs.
- Offer regular individual and group supervision sessions to ensure the quality of therapeutic interventions, case management, and adherence to ethical and professional standards.
- Maintain a small caseload of students on IEPs, providing individual and group therapy, crisis intervention, and consultation services.
- Utilize evidence-based practices and interventions tailored to students' mental health needs, ensuring IEP goals are met.
- Conduct thorough assessments and develop individualized treatment plans, documenting progress, collaborating with school staff to integrate mental health strategies, and adjusting interventions as necessary.
- Collaborate with special education teams, teachers, parents, and other professionals to ensure a holistic approach to student mental health and IEP goals.
- Serve as a liaison between the mental health department, school administrators, teachers, parents, and external service providers to promote coordinated care for students.
- Participate in IEP meetings, offering expertise on mental health concerns and recommending appropriate services or accommodations.
- Educate school staff and families on mental health issues, best practices, and available resources to ensure a supportive learning environment.
- Collaborate with the clinical, crisis, and school teams to address specific individualized emergency crisis interventions.
- Assist with crisis consultation and referrals, when needed.
- Monitor the effectiveness of interventions, analyzing data to inform improvements in service delivery.
- Provide recommendations for program adjustments based on student progress, staff feedback, and best practices in school-based mental health.
- Conduct performance reviews, provide constructive feedback, and support ongoing professional development opportunities for staff members.
- Oversee and maintain appropriate records, documentation, and reports, as required.
- Attend local, regional, and state meetings and conferences, as needed.
- Travel to various locations throughout Tulare County for work-related duties.
- Perform other related duties, as assigned.

Skills, Knowledge and/or Abilities:

Skills to:

- analyze situations accurately and adopt an effective course of action;
- maintain records and prepare reports;
- work in teams with other mental health providers to support positive student growth;
- work with diverse groups of students in varied socioeconomic and multi-cultural areas;
- evaluate and monitor family situations and problems including psycho-social and health/medical issues sufficient to assist in the development and implementation of treatment plans;
- determine applicable treatment needs of children with specific disorders/disabilities;
- collaborate and coordinate with local providers of health and human services in the community;
- operate a variety of office equipment.

Knowledge of:

- California Special Education Laws, Regulations and Policies;
- Individualized Education Programs (IEPs);

- psychological and social aspects and characteristics of children with physical disabilities and emotional and social disturbances;
- applied Behavior Analysis Intervention and assessment strategies;
- human behavior and development of students with special needs;
- local community resources available and the impact of socioeconomic conditions in utilizing public and private community resources;
- correct English word usage, spelling, grammar and punctuation;
- computer software programs (Microsoft Office, Excel, Outlook, Google Docs, Google Sheets, etc.)
- 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 adopt an effective course of action;
- promote student adjustment to schools and utilization of district/community services;
- work in teams with other mental health providers to support positive student growth;
- understand and carry out oral and written instructions;
- maintain confidentiality of records;
- read/interpret/apply rules, regulations, policies;
- develop specific goals to prioritize, plan, organize, and accomplish assigned tasks and meet deadlines;
- provide highly-technical information to staff, families, and the public by telephone, email, and in-person;
- work and communicate effectively with people of various education and socioeconomic backgrounds;
- supervise, train, evaluate, and guide the work of assigned staff;
- travel throughout the county using own vehicle;
- regularly attend trainings for professional development.

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations in a generally hazard free environment.

Education Required:

- Master's degree in social work, psychology, behavior analysis, or a related field is required.
- Valid California license as a Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), or Clinical Psychologist.

Experience Required:

- Three (3) years of experience in working with IEP teams, providing and implementing individual IEP goals is required. Five (5) years of experience is preferred.
- Two (2) years of experience in clinical supervision.

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.

FLSA Status: Exempt

March 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.