



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **MENTAL HEALTH THERAPIST (SCHOOL)**
Jurisdictional Class: Competitive
Civil Division: Port Byron School District
Adoption: CSM 9/19/2018
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This position involves independent responsibility for the performance of psychotherapy, counseling, case management or social work services to children in a school setting. Mental Health Therapists aide in helping children with social, emotional, and related difficulties associated with their disability. The work is performed with a high degree of clinical independence and judgement along with routine assessments, diagnosis, and treatment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides site based clinical services related to the delivery of mental health care to students;
Provides consultation services to the school staff to support the overall mental health goals of their students as well as provide professional development of mental health issues, trauma and other topics as needed;
Uses various therapeutic techniques with students and discusses what is happening in their lives, helps them to develop insight into themselves and their relationships;
Guides students in the development of skills and strategies for dealing with their problems;
Prepares and maintains all required treatment records and reports as well as crisis plans;
Counsels students, individually and in group sessions, to assist in overcoming dependencies, maladaptive behavior, adjusting to life, and making changes;
Provides whole class/grade lessons, as needed (ex: puberty, school violence);
Collects and assesses information about students through interviews, observation, and evaluations;
Conducts mental health assessments for students;
Acts as a student advocate in order to coordinate required services or to resolve emergency problems in crisis situations;
Participates as an active member of the Crisis Response Team;
Develops and implements treatment plans based on clinical experience and knowledge;
Collaborates with other staff members to perform clinical assessments and develops treatment plans;
Provides home based therapy with students who are experience school refusal;
Refers students or family members to community resources or to specialists as necessary;
Evaluates the effectiveness of counseling programs and students' progress in resolving identified problems and moves toward defined objectives;
Maintains data on the efficacy of services;
Uses a variety of treatment activities and approaches as needed in order to meet the student where they are and responds to changes in the students' status;
Runs groups, workshops, or presentations about mental health issues;
Maintains confidentiality of records relating to students' treatment;
Communicates and collaborates with other staff, members of the IEP Team and family members as a means of effectively supporting students in home and school as to optimize the overall program and progress of the student;
Conducts home visits to proactively engage families as well as to provide supports as needed;

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Works with and communicates with other agencies, (e.g. probation officers, doctor's offices, police department) to insure that all aspects of the student's programs are addressed;
Attends community meetings as deemed appropriate (monthly meeting for Cayuga County school based therapists, FAST meetings, RY"SC, etc.);
Reviews student support referrals and present to PPS team on a weekly basis;
Follows up with teachers/staff and maintains records of student support referrals;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of common diagnoses and treatments for school-aged children and skills necessary to facilitate positive change in a school environment; thorough knowledge of the social emotional needs of children and their relationship to learning; ability to provide excellent communication skills with parents and staff concerning students' needs; ability to assess the needs of the student and the influence of the environment around those needs; ability to communicate clearly through all mediums; ability to maintain confidentiality of student records and information while working within a team setting; ability to work with the public and outside agencies; ability to prepare reports, presentations and materials and present in a group setting; ability to work independently under general supervision; ability to establish and maintain cooperative and effective working relationships and interpersonal skills with others using tact, patience and courtesy; ability to prepare and maintain accurate records and filing systems; ability to take initiative to meet the needs of students by being proactive and flexible; ability to make connections with outside agencies to develop relationships with parents and guardians.

MINIMUM QUALIFICATIONS:

Possession of, or eligibility for, licensure to practice, and current registration, as a Licensed Mental Health Counselor (LMHC) issued by the New York State Education Department at the time of application.

SPECIAL REQUIREMENT(S):

Possession of a valid NYS Education Department license or limited permit within thirty (30) days of hire. Valid license must be obtained prior to the expiration of the limited permit. The minimum qualifications for receipt of your LMHC are mandated under Article 163 of New York State Education Law.

Eligibility for an appropriate level New York State Driver's License at the time of application. Possession of license is required at the time of appointment and must be maintained throughout the duration of employment.