

**WESTERVILLE CITY SCHOOLS
OFFICE OF HUMAN RESOURCES**



**JOB DESCRIPTION:
Mental Health Specialist**

WORK SCHEDULE:

Teaching contract, per negotiated agreement

RESPONSIBLE TO:

Director, Mental Health and Wellness

QUALIFICATIONS:

1. Valid Ohio Social Worker License / Masters of Science in one of the following:
 - a. School Guidance Counselor
 - b. School Social Work
 - c. School Psychology
2. Public school experience preferred
3. Strong background in mental health program design

GENERAL DUTIES:

The Mental Health Specialist will provide case management and therapeutic intervention services to address student and special education program needs. The Mental Health Specialist will collaborate with educators, parents and non-school professionals regarding student and program needs, as well as participate in the development and implementation of Individual Education Plans (IEP).

SPECIFIC DUTIES:

1. Provides consultation and intervention regarding behavior management, effective education and assessment of social/emotional needs of students.
2. Provides crisis intervention and consultation in emergencies.
3. Provides consultation regarding students identified as having a disability, prioritizing students with Emotional Disturbance and primary mental health needs.
4. Counsels students to acknowledge and manage responsible personal conduct.
5. Conducts group intervention sessions to address IEP and/or program needs.
6. Assists parents and students in understanding intervention goals, including how they relate to the educational program.
7. Consults with parents as needed and promptly responds to parent communications.
8. Serves as liaison for the district with alternative placements and facilitates transition to or from new student placements.
9. Serves as a member of the IEP team when requested.

10. Provides teachers with resources that enhance student learning and success in the school setting and in social environments.
11. Maintains accurate documentation of intervention provided, including progress notes, Medicaid service logs and prepares reports.
12. Provides professional development for the staff on social skill deficits, emotional disturbance, and how to support students with special education/mental health needs.
13. Advocates for children, helping to ensure that policies and procedures support non-biased assessment and program planning activities.
14. Complies with the Ohio Model Policies and Procedures for Students with Disabilities.
15. Participates in district meetings of mental health providers.
16. Other duties as assigned by the principal or designee.

All staff shall serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings. All staff are expected to comply fully with the Ohio Department of Education Code of Conduct for educators. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse or prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Westerville City School District is an Equal Opportunity Employer and complies with all State and Federal Regulations regarding employment.