

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: K-12 SOCIAL WORK and MENTAL HEALTH SPECIALIST

QUALIFICATIONS

Knowledge of

1. Crisis response, family and drug abuse and mental health concerns.
2. Social service agencies in the community.
3. Counseling programs.
4. Alternative educational programs.
5. Early adolescent developmental issues.
6. Eligibility and specialized programs participation.
7. Student Assistance Process and programs.
8. Student Information System.
9. Safety rules and regulations for this position.

Ability to

1. Be a productive and active team member.
2. Communicate effectively in both oral and written form.
3. Interact effectively with students, parents and staff.
4. Coordinate with public and private community agencies.
5. Counsel with students, individually and in groups, to build positive self-attitudes, set goals, and facilitate crisis management.
6. Design and develop appropriate programs to meet individual student and family needs.
7. Establish and maintain effective rapport with students, parents, and community members.
8. Establish and maintain effective relationships with those contacted in the performance of required duties.
9. Follow designated safety regulations associated with this position.
10. Follow district policies and procedures.
11. Handle all matters in a tactful, courteous, and confidential manner.
12. Make accurate and timely decisions.
13. Perform the job functions in the job description.
14. Present and maintain a professional appearance and demeanor.
15. Relate successfully with an ethnically diverse population.
16. Resolve interpersonal conflicts between and among students and their families.
17. Serve as a resource for students, staff, and parents.
18. Supervise and provide direction for guidance support staff.
19. Understand and carry out verbal and written instructions.
20. Work both collaboratively and independently maintaining high standards of workmanship.

Training and Experience

1. A Master's Degree or higher from an accredited institution.
2. A minimum of three (3) years of classroom teaching experience desired.
3. Possession and maintenance of a Pupil Personnel Services Credential.
4. Licensed Professional Clinical Counselor certificate desired.
5. Possession and maintenance of a California Teaching Credential desired.

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JOB GOAL: Under the direction of the designated administrator, the school K-12 SOCIAL WORK and MENTAL HEALTH SPECIALIST addresses the psychological and social well-being of the students as well as provide information for outside support services or agencies. The school social worker helps students cope with personal and psychological issues that affect their school attendance and performance, behavior and socialization.

REPORTS TO: District /Site Administrator or designee

ESSENTIAL FUNCTIONS

1. Conducts individual and group counseling regarding individual/family concerns, drug abuse and mental health issues.
2. Active member of the crisis response and threat assessment team.
3. Provides and connects students, parents and staff with needed resources from area health and social service agencies.
4. Conducts Breakthrough family conferences.
5. Conducts family meetings with students who are returning from a mental health hold.
6. Conducts necessary site visits and home visits with students and families from district referrals.
7. Provides counseling for students who have personal, family, drug, psychological, mental health or behavioral issues.
8. Provide workshops or counseling sessions in the areas of personal, family, drug, psychological, mental health or behavioral issues.
9. Collaborates with para-professionals in providing a full range of service to district students in all areas to overcome any student barriers to learning.
10. Promotes alcohol, tobacco and drug free schools at all sites, especially to include prevention education, suppression and intervention.
11. Attends meetings as assigned by the supervising administrator.
12. Builds a sense of teamwork, maintains high standards, demonstrates a positive attitude, and is relentless in the pursuit of excellence.
13. Communicates with parents to maximize students' social and academic adjustment, interpret test results, explain school policies, and assists in parental understanding of adolescent development.
14. Participates in committee membership; i.e. Drug, Alcohol, Tobacco, Education (DATE), etc.
15. Participates in district in-service training as required.
16. Serves as a referral agent and consults with teachers and administrators to promote cooperative efforts.
17. Serves as liaison with community agencies and organizations concerned with child welfare and attendance.
18. Performs other related duties as directed.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.

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PHYSICAL ABILITIES (continued)

7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.
8. Able to lift and/or carry up to ten (10) pounds up to four (4) hours per day, and thirty (30) pounds up to one (1) hour per day.
9. Able to push and pull objects weighing up to thirty (30) pounds up to two (2) hours per day.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
11. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
12. Able to operate a motor vehicle in a safe and effective manner.

TERMS OF EMPLOYMENT: 185-day work year
Management/Confidential

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Professional Personnel. The Site Principal in collaboration with the Executive Director of Student Services or Designee will give conduct the evaluation.

Approved by: Board of Education
Revised: May 23, 2019

Date: March 14, 2019

Murrieta Valley Unified School District is a drug-free & tobacco-free workplace and equal opportunity employer.

The District does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.