

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

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TITLE: THERAPIST

REPORTS TO: Assigned Administrator

JOB GOAL: Under general supervision of the Director of Special Education or designee, provide Mental Health Services including counseling, consultation, mental health evaluations, treatment and case management for individuals and families, and perform related duties as required. Assist with program planning, trainings, assessments, feedback, supervision of interns, trainees, aides and any other staff providing services to students, mentoring, writing reports and administrative duties. The Mental Health Services may be provided at the district office, in student homes, at school sites, other district counseling centers or other sites in or around the community.

QUALIFICATIONS

Knowledge of

1. Rules and regulations applicable to providing Mental Health Services and such services in public schools.
2. Psychotherapy principles and practices, including treatment of individuals, couples, families and groups.
3. Interviewing techniques.
4. Community agencies and referral resources.

Ability to

1. Work effectively with children, adolescents and adults, group home, school staff, and agency representatives.
2. Visit district sites, group homes, county and other agency offices.
3. Communicate effectively in both oral and written form with parents, staff, and agency representatives.
4. Speak effectively in public.
5. See to read, interpret and explain policies, programs, and reports.
6. Hear and speak to exchange information and make presentations.
7. Follow oral and written instruction(s) with minimal direction.
8. Work independently and make decisions within the framework of established guidelines.
9. Work confidentially with discretion.
10. Analyze and determine appropriate methods as well as interpret and apply guidelines to accomplish goals.
11. Establish priorities and deadlines.
12. Formulate and implement treatment plans.
13. Analyze and resolve problems with tact and diplomacy.
14. Complete and oversee MAA, medical, and other billing processes.
15. Plan, provide feedback, and assess program(s).
16. Assist with supervising and mentoring staff.

17. Establish and maintain records.
18. Appreciate human diversity; establish and maintain cooperative working relationships with children and adults.
19. Handle hostile or abusive individuals with unpredictable behaviors, both students and adults professionally.
20. Demonstrate and promote a receptive attitude toward students of varied age groups, particularly those exhibiting special needs.
21. Establish and maintain effective organization, community, public and work relationships with teachers, administrators, staff, parents and others contacted in the performance of required duties.
22. Train, supervise, and evaluate assigned personnel.
23. Provide effective District and community leadership to align Special Education programs and structure to facilitate the Districts' program goals and support its mission.
24. Work both collaboratively and independently.
25. Make accurate and timely decisions.
26. Handle all matters in a tactful, courteous, and confidential manner.

Training, Education and Experience (required)

1. Masters Degree or higher in counseling, psychology, clinical social work, or a closely related field.
2. Valid Marriage Family Therapist (MFT)
3. Marriage Family Child Counselor (MFCC) Certification / License.
4. Licensed Clerical Social Worker.
5. Possession and maintenance of a valid California Driver's License.

Training, Education and Experience (desired)

1. Experience serving in a supervisory role.

ESSENTIAL FUNCTIONS

1. Assist in assessing, planning, developing, and implementing programs and service delivery options to meet the needs of students, including appropriate behavioral supports in the classroom and home environments.
2. Support the District's Behavioral Health Team in their efforts to provide behavioral supports to students in the form of behavioral planning, counseling, therapy, social skills instruction, behavioral assessments, tiered behavioral interventions, and crisis management.
3. Provide direct Mental Health Services including counseling, consultation, mental health evaluations, treatment, coordination, individual/group therapy, collateral, rehabilitation services, behavior intervention and case management/brokerage for individuals and families.
4. Provide consultative support as a subject expert to teachers, administrators, and parents regarding mental health or behavioral issues and understanding cultural diversity.
5. Act as a liaison between students, families, school personnel, and community agencies.
6. Provide information and support to teachers and administrators regarding classroom environment and school climate responsive to needs of students.

7. Conduct conflict mediation, social skills, problem solving, coping, and other groups to address individual student behavioral and social needs and school wide patterns.
8. Participate in school meetings related to discussion and planning for improvement of individual student's needs.
9. Provide technical expertise, information and assistance to the administrator regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested.
10. Communicate with administrators, personnel and outside organizations to coordinate activities, address and exchange information, utilize data tracking, medical billing and other systems necessary to operate behavioral services.
11. Assist in supervising assigned staff under the general direction of assigned designee.
12. Provide supervision of unlicensed therapists and subordinate staff.
13. Co-Sign for the work of trainees and interns as appropriate.
14. Conduct staff evaluations and provides input to program(s).
15. Attend and participate in a variety of meetings, workshops and conferences.
16. Plan, conduct, and facilitate meetings and trainings for staff and parents.
17. Participate in school meetings related to discussion and planning for improvement of individual student's needs as well as the development and implementation of the IEP's to meet the needs for students with various disabilities.
18. Supervise and adjust the maintenance of a variety of records, logs, files, and coordinate data collection to monitor student progress.
19. Provide case management and site supervision.
20. Participate in inter and intra agency planning and staff meetings related to clients.
21. Provide referrals to appropriate in-district and community resources.
22. Plan, conduct, and oversee additional counseling center activities as required.
23. Provide technical expertise, information and assistance to the administrator regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested.
24. Take necessary steps to ensure district compliance with laws, education needs, rules, and regulations.
25. Assist in monitoring budget and program plans for compliance with state and federal regulations.
26. Utilize the District IEP, data management, and billing programs in the development plans to meet students' individual needs.
27. Assist in developing school wide positive behavioral supports, including supports to the special education classes, intervention group activities, and general education programs.
28. Perform other related duties as assigned.

PHYSICAL ABILITIES

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

7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to ten (10) pounds frequently, and twenty (20) pounds occasionally.
9. Able to carry up to ten (10) pounds frequently, and twenty (20) pounds occasionally.
10. Able to push and pull objects weighing up to forty (40) pounds.
11. Able to exhibit full range of motion for shoulder external rotation, internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion.
12. Able to operate a motor vehicle in a safe and effective manner.

TERMS OF EMPLOYMENT: Twelve-month work year
220 day work year
Classified Management

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Professional Personnel. The Assigned Administrator will give the evaluation.

Approved by: Board of Education Date: June 7, 2012

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER**