

## **Educational Service District 123**

### **Job Description**

**POSITION:** Mental Health Systems Specialist

**Directly Responsible To:** Safe Schools/Healthy Students Administrator

#### **GENERAL RESPONSIBILITIES:**

Responsible for coordinating mental health training and services to establishing comprehensive school-based mental health services under the Benton Franklin Safe Schools/Healthy Students Initiative in six school districts.

#### **Qualifications:**

1. Master's Degree in Mental Health Services and prior experience working in a mental health service agency. Experience working with schools and multiple community agencies.
2. High commitment to task accomplishment and flexibility in work hours.
3. Effective oral and written communication skills.
4. Demonstrated ability to work well with people.

#### **ESSENTIAL FUNCTIONS** (to include but not limited to):

1. Coordinate training for mental health specialist utilizing "Best Practice" models to ensure continued staff development is aligned with Safe Schools/Healthy Students Grant.
2. Develop an inter-district, building wide intake and referral process to services that expands the safety net and assures that no student falls through the cracks.
3. Coordinate inter-district training for all school personnel, focusing on building-wide intake and referral process to mental health specialists.
4. Develop and implement communication system between contracted mental health facilities and schools to ensure that student and family needs are being met.
5. Assist schools in adopting the most successful prevention and intervention strategies that address needs in each building.
6. Assist Safe Schools/Healthy Students Administrator coordinate with district Prevention/Intervention Specialist student assistance team development and implementation.
7. Assist in training three schools the first year on the "Blue Line Counseling Model".
8. Provide staff development on mental health and co-occurring disorders among student populations.
9. Provide training to students, parents, and relevant partners as requested and needed.
10. Coordinate prevention activities with Prevention/Intervention Specialists for student engagement and empowerment.
11. Provides technical support to schools and communities on mental health services, programming and concerns.

12. Works cooperatively with schools and communities on prevention media campaigns.
13. Coordinates collaboratively activities for mental health awareness month with mental health community partners and school districts.
14. Mobilize communities through collaboration and communication to help schools identify gaps in mental health services.
15. Work comprehensively with organizations to develop and/or enhance ongoing mental health services in all six school districts and communities.
15. Responsible for data gathering and data reporting to ensure for accurate outcome based program evaluation.
16. Report all outcomes and concerns to ESD 123 Safe Schools/Healthy Students Administrator
17. Comply with ESD 123 policies/procedures and all state and federal laws governing Professional conduct and confidentiality.
18. Other duties as assigned.

Directly Responsible to: ESD 123 Safe Schools/Healthy Students Administrator

**SALARY: \$20.74/hr 210 days per year**

**Application Procedures:**

Application packets are available at 3918 W. Court Street, Pasco or call (509) 547-8441.

Submit the completed application including:

- Letter of application
- Completed ESD 123 application form and Employment Disclosure Statement
- Personal Resume
- College Transcripts, if applicable, and three Letters of Professional Reference

**Employment Information:**

Applicant selected for hire will be required to be fingerprinted for a Washington State Patrol and FBI criminal history and background inquiry check. Employees of ESD 123 must abide by all of the agency's policies, including maintaining a smoke and tobacco-free work environment and a drug-free workplace.