



For the future of every student

**CLASS TITLE: LICENSED ASSOCIATE**

**Marriage and Family Therapist / Professional Clinical Counselor / Clinical Social Worker \***

\* An incumbent's classification title will be determined based on the incumbent's educational degree/license.

**BASIC FUNCTION:**

Under the direction of a designated Certificated Administrator, provides direct mental health services to students (individuals and groups) with intensive needs, parent counseling, consultation, and treatment coordination to students and families to improve school performance. Assists with coordinating services by providing training, education, and program development to address and implement tiered interventions through a Multi-Tiered System of Support (MTSS) framework. This position is expected to carry a caseload of students and collaborate with all stakeholders in building a coherent system of coordinated support within a MTSS framework. Serves as a liaison between counselors, students, families, school sites, support staff, and various community services agencies, with a primary focus on: the mental health and wellness of students, supporting social-emotional goals, and educational access.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Collaborates to develop, implement, and monitor intervention, prevention, and wellness efforts to promote student success and close the achievement gap through site based Multi-Tiered Systems of Support (MTSS) with a focus on the mental health and wellness of students, including English Learners, Low Income Students, Foster Youth, McKinney-Vento Youth, and unaccompanied youth.

Collaborates with site administration, the site counseling team, public agencies, and community-based organizations to connect students and families in need of additional support to appropriate resources and services.

Collaborates to implement programs to improve student retention at the school site including, but not limited to: academic intervention, attendance interventions, drug/alcohol education, social emotional services, mental health services, and anger management.

Assists administrators, other office personnel, the community, outside agencies, etc. for the purpose of providing support, information and assistance in coordinating assigned activities.

Compiles and provides related data and resources to counselors, administrators and others in support of determining needs of students; assists in identifying resources available to students and families; provides families with information related to the needs of their child and provides technical assistance and support services to parents, students, district personnel and outside agencies; assists parents with questions and concerns.

Conducts home visits and/or is out in the community as needed to coordinate services for students and family members.

Active participant in all Student Study Team and Student Attendance Review Team site meetings for effective and efficient coordination of services.

Collaborates with site administration and the site counseling team to monitor services and resources to focus on the mental health and wellness of students, including English Learners, Low Income Students, Foster Youth, McKinney-Vento Youth, unaccompanied youth, and reentry meetings for suspension/expulsion.

Utilizes positive human relations skills to interact with students, parents, staff and others in fulfilling requests for assistance as appropriate.

Inputs, develops, maintains and generates automated databases, records, reports and files related to students, services and assigned activities. Assures accuracy of all information and ensures confidentiality of students and their families.

Composes routine correspondence independently or from oral instructions; prepares letters, reports, memos, forms, flyers, notices, agenda items, contracts, presentations or other materials from straight copy, rough draft or oral instructions; proofreads and verifies accuracy and completeness of documents.

Schedules appointments and meetings, and maintains calendar of scheduled events; assists in the set-up of work areas, meetings, displays and exhibits.

Attends and participates in assigned meetings, conferences and training. Attends parent conferences as requested.

Ensures timely and effective communication between school-site based personnel, families, and community resources. Facilitates parent trainings and workshops.

May interpret and facilitate communication between staff and non-English speaking students and parents/guardians. May translate communications between staff and limited or non-English speaking students and parents/guardians as assigned by the position; may serve as an interpreter for conferences, telephone calls, and meetings as needed; may translate written correspondence as necessary.

Other duties as assigned that support the overall objective of the position.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

General principles, practices and techniques of providing assistance to students and families.

Community and school resources, services and programs related to the identified needs of students and families.

Operation of a computer and assigned software.

Methods of collecting and organizing materials, data and information.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Diverse academic, socioeconomic, cultural and ethnic backgrounds of students.

##### **ABILITY TO:**

Assist in implementing intervention activities which have been recommended by school site staff, SAP team and/or community services designee.

Demonstrate an understanding, patient, warm and receptive attitude toward students and families.

Perform a variety of technical, record-keeping and clerical support duties.

Utilize a computer to input and extract data, and maintain and update various databases and records

related to assigned activities.

Research, compile and verify student data.

Learn, interpret, apply and explain laws, rules, regulations, policies and procedures.

Prepare and maintain a variety of manual and automated records, reports and files.

Compose correspondence and written materials independently or from oral instructions.

Operate a variety of office machines and equipment such as a personal computer and all applicable hardware and software, copiers, printers, scanners, calculators, etc.

Type or input data at an acceptable rate of speed. Work independently with little direction.

Meet schedules and timelines.

Maintain confidentiality of privileged information obtained in the course of work.

Understand and carry out verbal and written instructions.

Read and comprehend printed materials.

Communicate effectively in both verbal and written form.

Establish and maintain cooperative and effective working relationships with others.

Work successfully with diverse groups of people.

Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.

Maintain regular and consistent attendance.

#### **EDUCATION AND EXPERIENCE:**

Any combination of education, training and experience sufficient to meet the California Board of Behavioral Sciences (CA BBS) requirements for any of the following: Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), or Licensed Professional Clinical Counselor (LPCC), and two years related experience working with students or families in a social services or educational environment. Experience providing mental health services to students in schools is preferred.

#### **LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license.
- A current, valid license from the California Board of Behavioral Sciences (CA BBS) as Clinical Social Worker, Marriage and Family Therapist, or Professional Clinical Counselor. Incumbents are required to maintain a valid license as a condition of continued employment.
- Some positions may be required to translate oral and written communications between English and a designated second language.

#### **LEVEL I – Licensed Associate (salary range 310)**

***An active and valid license is required for this classification as outlined above, and will be responsible for the essential duties as outlined above.***

#### **LEVEL II – Licensed Associate, Supervisor (salary range 320)**

***An active and valid license is required for this classification in accordance with the requirements of the CA Board of Behavioral Sciences which include:***

- *Possession of a current and active California license that is not under suspension or probation in one of the areas listed above.*
- *Have been licensed in California or any other state for at least two (2) years out of the last five (5) years prior to the commencement of supervision.*
- *Have practiced psychotherapy during at least two (2) years out of the last five (5) years prior to the commencement of supervision (or, if an LEP, has provided psychological counseling pursuant to Business and Professions Code (BPC) section 4989.14) OR*
- *Provided direct supervision to ASWs, Associate Professional Clinical Counselors, Marriage and Family Therapist Trainees, or Associate Marriage and Family Therapists who perform psychotherapy during at least two (2) years out of the last five (5) years prior to the*

*commencement of supervision. Supervision of psychotherapy performed by a student shall be accepted if substantially equivalent to the supervision required for registrants.*

- *Sign and comply with the Supervisor Responsibility Statement*

*Supervisor Training Requirements: LCSWs, LMFTs, LPCCs and LEPs must complete a minimum of 15 hours of supervision training prior to the commencement of supervision. No further training is required.*

***In addition to the essential duties as outlined above, incumbents at Level II - Supervisor, will also be assigned the following duties:***

- As a licensed professional in the designated field, provide supervision and be available for consultation in emergencies to interns/pre-licensed associates who are pursuing their licensure.
- Assist students in applying the core competencies, social work knowledge, values and skills they have learned in class to an agency (or practice) setting.
- Plan and prep group and individual meetings with interns and relevant program staff.
- Ensure compliance with federal, state and local regulatory requirements by staying informed on existing and new legislation; facilitating adherence to requirements.
- Work closely with interns and educational institutions in reporting of hours.
- Other related duties that may be required to support and supervise assigned interns.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

Flexible hours to meet the needs of students/families.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file materials

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Approved by Personnel Commission:

08/18/2021

Revised:

11/17/2021