



For the future of every student

CLASS TITLE: PRE-LICENSED ASSOCIATE/INTERN

Associate - Marriage and Family Therapist / Professional Clinical Counselor / Clinical Social Worker

BASIC FUNCTION:

Opportunity for a paid, school-based internship. Seeking collaborative, professional, and committed interns to work with students, K-12th grades throughout the school year. Clinical supervision and training hours provided.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Under the direction of a designated Certificated Administrator and an assigned Licensed Associate, assists in providing 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.

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: Associate Clinical Social Worker (ACSW), Associate Marriage and Family Therapist (AMFT), or Associate Professional Clinical Counselor (APCC).

LICENSES AND OTHER REQUIREMENTS:

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

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