

POSITION DESCRIPTION / PERFORMANCE EVALUATION

Name: _____ **Date:** _____
Program: Health Network for Rural Schools **Supervised by:** HNRS Program Director
Job Title: School Mental Health Counselor **Supervision Exercised:** None

PRIMARY FUNCTION:

The Mental Health Counselor provide support to students who are experiencing personal, emotional, or psychological problems that adversely affect their behavior, conduct, and/or academic performance in school. Research supports effective intervention with at-risk students through individual attention, individual and small group counseling, mentoring, tutoring, cooperative learning, and individual accountability.

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Masters or doctoral degree in the mental health field
2. Licensed in Oregon as a clinical social worker or psychologist, or equivalent
3. Past experience should show satisfactory to superior job performance
4. Must possess quality writing and verbal skills

E = Exceeds the Standard

M = Meets the Standard

NI = Needs Improvement

<u>Principle Duties and Responsibilities:</u>	<u>E</u>	<u>M</u>	<u>NI</u>	<u>Comments</u>
Assess the social and emotional needs of children and adolescents.				
Provides individual and family counseling.				
Provides consultation to school staff to assist them to understand and appropriately support students, and to manage challenging behaviors.				
Develops and implements programs (education and activities) focused on prevention of mental health problems, such as substance abuse and violence prevention.				
Serves as an advocate for clients' rights within the HNRS, the school districts, and community organizations.				
Serves as a participant in the crises intervention plan at the request of assigned schools.				
Facilitates referrals to community agencies for intensive individual and family therapy, hospitalization, residential or day treatment, or for medical, social, or legal assistance.				
Provides liaison and advocacy activities to maintain communication, coordination, and continuity between community providers, school, family, and child.				
Assists (in partnership with other HNRS staff) families to obtain needed resources such as eye glasses for their child or shoes to enable the child to participate in sports.				
Provides parent training, staff development, and classroom and community presentations focused prevention of mental health problems.				

<u>Principle Duties and Responsibilities:</u>	<u>E</u>	<u>M</u>	<u>NI</u>	<u>Comments</u>
Follows professional guidelines regarding ethics of client care and confidentiality as specified by licensing board, OHSU and HIPPA.				
Compiles statistical reports concerning school mental health services.				
Communicates HNRS program goals to school staff, parents, and community agencies.				
Encourages parent/community involvement in the HNRS.				

<u>Knowledge, Skill and Ability Requirements:</u>	<u>E</u>	<u>M</u>	<u>NI</u>	<u>Comments</u>
Demonstrates knowledge of child development, behavior, psychodynamics, psychopathology, psychotherapy, and consultation.				
Demonstrates knowledge of mental health treatment and principles and practices of mental health consultation.				
Demonstrates knowledge of community resources for children and adolescents.				
Maintains professional relationships and works cooperatively with assigned school district administration and staff, community agencies, and with other HNRS staff.				
Demonstrates skill in working with a diverse group of clientele, including children of all ages and their parents or guardians.				
Exhibits the ability to exercise independent judgment in consultative and in crises situations.				
Possesses ability to function independently and to recognize when consultation is appropriate.				
Demonstrates ability to assess, diagnose, and develop treatment plans for children and families.				
Exhibits ability to teach classes and lead groups within and school or community setting.				
Demonstrates ability to implement philosophy and objectives of the program.				
Documentation meets current standards and policies and is completed in a timely manner.				

Evaluation Summary:

Director's Comments:

List 2 Job Related Goals:

How could the program director and/or OHSU help you to improve your job performance?

How could the program director help to increase your job satisfaction here?

Employee Comments:

Employee Signature

Date

Program Director Signature

Date