

SANTA CRUZ COUNTY OFFICE OF EDUCATION
COORDINATOR, MENTAL HEALTH AND WELLNESS

DEFINITION

Under the general direction of Director of Behavioral Health and Senior Director of Alternative Education, this position works to assist in the development, expansion, and coordination of mental health supports for Santa Cruz County Office of Education (COE), County districts, schools, staff, students, and families. Primary duties include working to improve outcomes for students by integrating mental health supports in schools, reducing stigma related to mental illness, increasing trauma responsive supports in schools, assisting students in accessing mental health services and increasing the collaboration between schools and partners. This is a classified management position.

SUPERVISION EXERCISED

Supervise and evaluate the performance of assigned personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Collaborate with districts, schools and community providers to break down barriers preventing overall student success.

Oversee and provide training, coaching and clinical supervision to assigned staff within the Santa Cruz COE.

Oversee or coordinate assigned staff within the Student Services department.

Support local districts, including the Santa Cruz COE, and their schools in achieving mental health goals and priorities stated in their Local Control Accountability Plan.

Provide high quality individual and group supervision and coaching to staff and interns, as assigned, that focuses on maximizing clinical and administrative performance while ensuring quality treatment planning and implementation.

Break down system and other barriers preventing student participation in schools.

Work closely with administration staff, and school staff to maintain and build upon current tiered mental health services and supports.

Provide training and technical assistance in the implementation of Trauma Informed Practices, Social Emotional/Behavioral Learning, and Mental Health/Wellness practices so that all students can achieve their best.

Assist Santa Cruz COE school sites in assessing current practices and policies for consistency with prevention objectives aligned to healthy child development principles.

Participate in Santa Cruz County Children's System of Care collaborations, workgroups, and other associated meetings working to improve behavioral and mental health outcomes for our children and families.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Collaborate with school leadership and district personnel to improve mental health and behavioral outcomes for children.

Assist Santa Cruz COE Administration in the implementation of a variety of mental health and behavioral strategies to improve outcomes for students.

Present to educators, community members, and others on a variety of mental health and wellness topics.

Provide technical assistance on the process of identification of students with social, emotional, and academic problems which tend to interfere with satisfactory school adjustment to assist students to stay in school on target to graduate and demonstrate the character and competencies for workplace success.

Work with department coordinators and senior leadership to support the provision of annual training to both Santa Cruz COE and district staff on the prevention, intervention, and response to bullying, and discrimination associated with mental illness and stigma.

Support the development and implementation of integrated mental health programs for Santa Cruz COE and district schools.

Provide technical assistance and training on prevention, intervention, and postvention responses to youth suicide and self-harm.

As part of a team, design and deliver professional learning related to mental health issues and services to members of the educational team, parents, and students.

Organize ongoing data collection for evaluation and data decision-making purposes.

Ability to oversee assigned mental health interns, when available, and their workloads for the purpose of providing guidance and ensuring compliance with established guidelines.

Provide training, professional development and technical assistance to school based mental health professionals (e.g. school counselors, social workers, etc.) on a variety of modalities (CBT, motivational interviewing, brief intervention, healing centered engagement, etc.).

Performs other related duties and responsibilities as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Successful collaborative experience in the intersection of public schools and mental health, as well as perhaps child welfare, probation, community based organizations, managed care plans, federally qualified health centers or state and federal agencies.

Advanced training in MTSS, specifically applications in behavioral health interventions and support systems.

Knowledge of (continued):

Supporting the implementation of complex programs, including Medi-Cal and insurances.

Tools and strategies related to mental health, truancy prevention, family systems, positive behavior intervention and supports, and public health inspired prevention models.

Advanced practice in effective communication and writing; grant writing.

Computer applications and efficient use of routine technology.

Developing and supervising behavioral health programs with schools, providers and funders.

The needs of at-risk youth, public health inspired prevention models, effective implementation research and practices and effective mental health practices.

Strong project management skills, with the ability to multitask, set and drive priorities, and monitor progress towards goals.

Systemic/school improvement strategies, including conducting district and school reviews and applicable Federal and State laws/regulations.

Exceptional strategic, analytical, and critical thinking skills.

Successful direct learning, support experience with at-risk youth.

Supporting the implementation of complex programs.

Supporting mental health programs.

Tools and strategies related to mental health, truancy prevention, family systems, positive behavior intervention and supports, and public health inspired prevention models.

Skill and Ability to:

Demonstrates cultural competence and a deep understanding of the impact and urgency in addressing issues facing urban and suburban youth and their families.

Use data to make decisions and to translate strategy to plan and action.

Collaborate with stakeholders, public agencies and education systems.

Operate standard office equipment including utilizing pertinent software applications.

Interpret, apply and maintain current knowledge of, applicable laws, codes, policies, procedures, and District regulations related to work scope.

Maintain confidentiality.

Communicate clearly and concisely, both orally and in writing.

Be courteous and maintain a neat and clean appearance, and demeanor at all times.

Responsibility:

Working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Master's degree in counseling, social work, psychology or a related field from an accredited college or university.

Experience:

Five years experience in direct counseling with a diverse population of students and families, with at least two years of post licensure experience. Collaborative experience including child welfare, mental health, and probation services is preferred.

License or Certificate:

Valid California Marriage and Family Therapist License or Licensed Clinical Social Worker or Clinical Psychologist License.

Current California Board of Behavioral Sciences six-hour supervision training certification (or obtain within 60 days of hire date).

Licensed or registered with the California Board of Behavioral Sciences as a Licensed Social Worker, Marriage and Family Therapist or Professional Clinical Counselor preferred.

Possession of, or ability to obtain, a valid California driver's license and appropriate vehicle operation insurance.

Qualification Requirements:

Work independently under broad organizational guidelines to achieve unit objectives; manage major organizational components; supervise the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling. Manual dexterity to operate a telephone and enter data into a computer. Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation. Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation. Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation. Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation. When applicable, facility to determine and differentiate colors with or without reasonable accommodation.

When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Work is performed in an office or school environment, continuous contact with staff and representatives of other agencies.

Spends periods of time participating in and attending virtual meetings and trainings.

Bilingual (English/Spanish) highly preferred.

Approval Date: November 19, 2024