

COMMUNITY SERVICES CENTER SPECIALIST

BASIC FUNCTION:

Under the direction of an Assistant Principal, plan, organize and coordinate a variety of services offered at the Center; counsel students with health, family and other counseling needs; provide in-services and classroom presentations related to a variety of issues; interview and supervise contracted or volunteer staff from outside agencies providing services to the Center.

REPRESENTATIVE DUTIES:

- Plan, organize and coordinate a variety of services offered at the Center; solicit outside agencies and private practitioners to provide services to the District at no cost to the District or clients served. **E**
- Coordinate and supervise activities, volunteers and staff from outside organizations providing services to the Center; interview and select applicants from agencies; monitor performance and recommend reassignments or terminations as appropriate. **E**
- Create a variety of forms, files, schedules and charts; prepare, maintain and update a variety of records and reports related to students, services, activities and others. **E**
- Attend a variety of meetings as assigned; serve as District representative in actions involving assigned sites; participate on various committees and teams. **E**
- Provide crisis, health, family and other counseling services to students, parents and others as needed; conduct intakes related to various cases and provide for proper remedial action; counsel parents on development of parenting skills. **E**
- Provide for crisis intervention in areas related to volatile situations, pregnancy, substance abuse, suicide, Attention Deficit Disorder (ADD), depression and other areas; assess chemical depression and the severity of suicide ideation. **E**
- Serve as a member of the Student Study Team (SST); attend meetings; assess and discuss cases; receive and review referred cases and take appropriate actions according to established procedures and guidelines. **E**
- Provide in-services and classroom presentations related to a variety of issues including substance abuse, depression, anger management, codependency and others. **E**
- Communicate with physicians, psychiatrists, psychologists, hospitals and mental health professionals regarding symptoms, causes and medications related to ADD, chemical or manic depression and other issues. **E**
- Communicate with probation and teen court, law enforcement, attorneys, social workers and others to discuss services, students and related matters. **E**
- Communicate with administrators to provide contracts for students in lieu of expulsion; communicate with the Physical Ed Department regarding student contracts to play sports. **E**
- Operate a computer and other office equipment as assigned. **E**
- Train and provide work direction to assigned Center staff.
- Perform related duties as assigned.

KNOWLEDGE OF:

Psychiatric medical terms.

Identification of ADHD, ADD and other learning disabilities.

Psychotropic drugs and medications and related side-effects.

Laws, codes, rules and regulations related to student rights and related areas.

Prevention, intervention and counseling techniques.

Legal and illegal drugs, related terminology and long-term or short-term effects.

Service providers in the community.

Public speaking techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Record-keeping techniques.

ABILITY TO:

Plan, organize and coordinate a variety of services offered at the Center.
Interview and supervise contracted or volunteer staff from outside agencies providing services to the Center.
Recruit and persuade agencies to provide services to the District at no cost.
Create a variety of forms, schedules, charts and files.
Provide consultation services to students, parents, staff and others including crisis, violence, sexual harassment, substance abuse and other prevention and intervention programs.
Plan curriculum, projects and activities related to assigned areas.
Promote sobriety and provide drug-free activities.
Make presentations and conduct in-services.
Respond calmly, effectively and responsibly to life threatening situations.
Intervene and de-escalate crisis situations.
Work with resistant or hostile students and parents.
Communicate effectively both orally and in writing.
Work independently with little direction.
Analyze situations accurately and adopt effective course of action.
Prepare and maintain accurate records and reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in social sciences or a related field and two years professional experience working in one or more programs related to the assignment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Incumbents are exposed to working in high-stress situations.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations.
Seeing to observe behaviors.
Sitting or standing for extended periods of time.

HAZARDS:

Respond to life-threatening or emergency situations as needed.

11/14/96
SMJUHSD
Range 26