

Job Description: Mental Health Coordinator



Position Title: Mental Health Coordinator

Salary Grade:

Pay Grade:

Our Mission:

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and ability required. Reasonable accommodations may enable individuals with disabilities to perform essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required for this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

Custom Job Purpose:

This position exists to support the district to develop safer schools, improving the school climate, increasing awareness of mental health issues, and developing a continuum of social, emotional, and behavioral supports that ensures improved outcomes for all students.

The Mental Health Coordinator will organize and assist in the implementation of all mental health policies, procedures, responsibilities, and curriculum within the school district and coordinate mental health awareness training and activities for staff in conjunction with the sponsor district. Coordinate all Crisis Intervention Team Activities including training, data collection, and support and follow-up for at-risk students. Is responsible for implementing and organizing data from universal screening systems. Coordinates with the Office of Safe Schools on the staffing and training of threat assessment teams and facilitating referrals to mental health services.

Essential Functions of this Job:

Plans, coordinates, implements and evaluates all aspects of mental health in conjunction with health services personnel and the District Leadership Team. Maintains records and reports regarding student mental health as it relates to school safety and the mental health assistance allocation. Works with community partners/agencies to develop protocols that will result in

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increased information sharing, collaboration, and mental health services for Lake Wales Charter Schools.

Responsible for data collection and data analysis, maintaining the Youth Mental Health First Aid (YMHFA) with the sponsor district, universal screening, and crisis databases. Consults with schools, families, and community mental health service providers to plan and coordinate services for at-risk students. Works with school and district staff to facilitate a tiered continuum of mental health supports. Prepares an annual mental health training and services report.

The Mental Health Coordinator will report to the Health Services Director and collaborate with the District Leadership Team.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills, and Abilities:

Considerable knowledge of mental health supports, services, and issues as well as universal screening tools and data management systems. Ability to plan, organize, implement, and monitor programs and services. Outstanding interpersonal communication and problem-solving skills are needed to work effectively with students, parents, district and school personnel, and community agencies. Computer literacy and organizational skills are essential. Bilingual/biliterate preferred.

Education, Experience, and Certification/License Requirements

Graduation from an accredited college or university in a mental health field with a Bachelor's degree is required. A Master's degree is preferred. PREPaRE (Prevent, Reaffirm, Evaluate, Provide and Respond, Examine) certification must be obtained within one year of placement in the position. Experience in professional development, crisis intervention, and collaborative teaming are preferred.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals, and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with students, internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires being active for most of the day, and the ability to lift, carry, move and position objects frequently weighing up to 20 pounds, and infrequently weighing 40 pounds or more, with help as necessary.

Local Code:

EEO5:

Approval Date:

Date Last Revised: