

Chilton County Schools

Job Title: Mental Health Services Coordinator

Job Goal: To provide leadership over mental health services and to ensure the successful transition of students between schools. To develop, sustain, and/or facilitate a comprehensive prevention and intervention program for students in grades K-12 as determined Chilton County Schools. To assist all students and families to increase the quality of education and community living.

Reports to: Superintendent

Qualifications: The Mental Health Services Coordinator (MHSC) must possess at least one of the following:

1. A bachelor's degree in social work;
2. Alabama State Department of Education (ALSDE) qualifications for a school counselor;
3. ALSDE qualifications for a school nurse;
4. Previous professional mental health experience, or have been licensed in a mental health occupation including, but not limited to, licensure as a licensed professional counselor (LPC) or marriage and family therapist (MFT); or
5. Other qualifications as determined by the Alabama Department of Mental Health and the ALSDE.

Responsibilities:

Works with students, families, teachers, and administrators to identify and address the social/emotional, mental health, and wellness needs of students through collaboration with school-based and community mental health professionals, including school counselors, school social workers, school nurses, school psychologists, and school resource officers through the following activities:

1. Provides assessments to determine the social, emotional, and behavioral needs of all students for the purpose of pinpointing the source of school or parental concerns; coordinates effective intervention strategies that will lead the students to be more successful in school.
2. Serves on multidisciplinary teams to address needs of students, including students from special populations, to ensure data-informed implementation of appropriate services, programming, and/or placement.
3. Maintains accurate, complete, and punctual records as required by law, district policy, and administrative directions.
4. Abides by the Alabama Professional Educator Code of Ethics, in addition to those required by his or her professional specialty area.
5. Understands and adheres fully to requirements of FERPA and HIPPA.
6. Provides consultation and professional learning to administration, faculty, and other school employees on broad areas of mental health and wellness-related issues.
7. Consults with administrators and appropriate school employees to ensure student success and assists in the structure to remove barriers to learning.
8. Consults with parents regarding ways they can assist student(s) in becoming successful in and out of school.
9. Provides crisis intervention services as needed.

10. Assists schools in the prevention, intervention, and postvention of grief and/or suicide as needed.
11. Coordinates direct and indirect services for student and parents.
12. Serves as a liaison between school, families, and community agencies on a continuous basis.
13. Utilizes community resources to effectively serve family and student needs, including mental health centers, Helping Families Initiatives or other community agencies.
14. Assists schools in planning programs that prevent, reduce, or alleviate situations that interfere with the learning process of students.
15. Demonstrates excellent oral and written communication skills.
16. Attends professional development and becomes Youth First Aid Certified within one year.
17. Performs other duties as assigned.

Terms of Employment: Salary to be determined by Chilton County Schools (ALSDE grant-funded position)