

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
FIELD COORDINATOR, MENTAL HEALTH

Job Purpose

Serves as a field staff member in the District's Mental Health Services Branch; coordinates and assists in the direction of mental health services provided by the Mental Health Services Branch for schools and District Programs.

Responsible to

Director, Mental Health Services

Subordinates

Certificated personnel as assigned

Classified personnel as assigned

Functions

Essential Functions

1. Coordinates mental health fieldwork activities, including both clinic and school services, provided by School Mental Health personnel.
2. Directs, coordinates, and maintains the Medi-Cal Reimbursement Program for District mental health clinics, Special Education classrooms, and schools.
3. Reviews, interprets, and prepares reports on District policies and procedures associated with the Medi-Cal Reimbursement Program to ensure compliance with LAUSD and Los Angeles County Department of Mental Health (LAC DMH) contract guidelines; coordinates the implementation of such policies and procedures.
4. Plans and directs staff development and in-service activities for branch personnel; directs school and local district personnel regarding the maintenance of mental health charts and records.
5. Serves as technical resource to Student Health & Human Services personnel, principals, teachers, and other school personnel regarding the Medi-Cal Reimbursement Program, mental health services, and other issues related to the development/maintenance of on-site mental health services within a school or local district.
6. Coordinates with multidisciplinary staff, including all divisions, local districts, and school staff for mental health services, evidence-based practices, crisis intervention, LAC DMH providers and service delivery, and other related services.
7. Coordinates and collaborates with LAC DMH, Department of Children's Services, and other nonprofit mental health agencies to assist student families in obtaining additional assistance outside the District; prepares reports as required.
8. Provides local district mental health consultation and expertise to local district leadership and site administrators on strategies that facilitate student development and their ability to successfully deal with social emotional barriers, crises, or traumatic experiences.
9. Provides direct support to local district operations staff related to crisis intervention, threats, suicide, workplace violence, and employee support related to mental health issues.
10. Evaluates the performance of subordinate personnel as assigned.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are part of the class description- requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

Qualifications

Education

1. An earned master's degree in social work from an accredited college or university.
2. At least four semester units in multicultural education or equivalent study. Multicultural understanding coursework must pertain to a minority group represented in the District student enrollment.
3. At least two semester units each (six semester units total), or the equivalent, of coursework in culture, language, and methodology to meet the requirements of the District's Master Plan for English Learners.

For additional information on Master Plan requirements, refer to the current policy bulletin on "Culture, Language, and Methodology Requirements for Administrators."

Experience

Required

1. At least five years of successful full-time service in a certificated position(s), no fewer than three years of which must have been in assignments requiring a Standard Pupil Personnel Services Credential authorizing service in social work.
2. Experience working as a licensed clinical social worker (LCSW) for at least three years.

Desirable

1. Experience as a Specialist, Psychiatric Social Work.
2. Administrative or supervisory experience.
3. Direct experience as a Psychiatric Social Worker with the Medi-Cal Reimbursement Program.

NOTE: For definitions of years of service, refer to Policy Guide E23.

Credentials

The following California credentials authorizing K-12 service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools:

1. An Administrative Services Credential **AND**
2. One of the following General Pupil Personnel Services Credentials:
 - a. Standard Pupil Personnel Services Credential authorizing service in Social Work
 - b. Pupil Personnel Services Credential, Basic or Social Work
 - c. Health Services Credential designating service as a psychiatric social worker

Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of the principles and accepted practices of school mental health services, including their relationship to the total educational program and disaster recovery services.
2. Knowledge of District policies and procedures, goals and objectives, organizational structure and functions, negotiated contracts, and collective bargaining agreements.
3. Knowledge of federal and state laws and District policies pertaining to school mental health services and operations.
4. Knowledge, understanding, and expertise regarding the Medi-Cal Reimbursement Program.
5. Knowledge of effective administrative and managerial practices and the ability to implement them.

6. Knowledge of and ability to interpret the sections of the California Education Code and the California Administrative Code, as well as federal mandates relating to services provided in mental health, special education, and Designated Instructional Services Counseling.
7. Ability to anticipate the needs of and initiate activities to improve mental health services provided for a large geographic area.
8. Knowledge of student motivation and learning processes the dynamics of personality adjustment, including the problems of exceptional students, and methods of alleviating personal maladjustments.
9. Knowledge of the diverse educational and mental health needs of students with varying economic, social, and ethnic backgrounds.
10. Ability to manage clinical programs and to utilize, observe, and evaluate subordinates effectively.
11. Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
12. Knowledge of staff development and in-service resources and the ability to implement them.
13. Ability to work effectively and cooperatively with diverse racial, ethnic, disability, linguistic, and socioeconomic groups.
14. Ability to plan, organize, prioritize, and manage time for self and others.
15. Ability to communicate and work effectively with local, state, and federal agencies, community representatives, colleges, principals, teachers, and other District personnel, both individually and as a group.
16. Ability to cope with crisis situations.
17. Ability to make formal public presentations.
18. Ability to comprehend written and oral communication.
19. Mobility to work at a multilevel site.
20. Mobility to traverse all areas of the work site.

Health

Physical and mental fitness to engage in management service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

NOTE: This is a Master Salary (G) Table classification.

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

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