



**Centralia School District
Job Description
Mental Health Support Specialist**

Reports to: Executive Director of Special Services **Location:** District Office - Itinerant

Bargaining Unit: Non-Represented

FLSA Status: Non-Exempt

Job Summary:

The Mental Health Support Specialist works with building and district staff to meet the emotional and mental health needs of students. The Specialist provides individualized and group mental health support and crisis intervention to students referred by school staff. The Specialist also communicates with staff, students and families about mental health topics.

Required Qualifications:

- Bachelor's Degree in Mental Health, Sociology, Social Work, Psychology, Counseling or related field
- Current Washington State mental health license or equivalent
- Demonstrated ability to communicate effectively, possess awareness (for self and others), listen actively, be patient, incorporate humor/lightheartedness into work, be empathic, and be customer-service oriented
- Understanding of the laws and regulations relating to confidentiality
- Ability to work with Medicaid and private insurance billing
- Ability to work collaboratively with staff, students and families
- Ability to support the District's vision, mission, and goals
- Demonstrated ability to act independently, responsibly, and efficiently with minimal supervision in a dynamic environment
- Ability to organize and prioritize work
- Fully vaccinated against COVID-19
- Ability to perform the essential functions of the job with or without reasonable accommodations

Preferred Qualifications:

- Successful experience working with school age children
- Master's degree in Mental Health, Sociology, Social Work, Psychology, Counseling or related field

Essential Functions:

- Communicates with administrators, staff, students, parents/guardians and external providers to provide needed services to students
- Assist and train staff
- Maintain and complete required records for the purpose of billing Medicaid and/or private insurance

- Maintain electronic and paper records, documenting referrals, interactions and services provided according to district and Medicaid guidelines
- Provides individual and small group therapeutic services to identified students
- Provides preventative education in mental health
- Connects students and families to community resources
- Responds to mental health crisis that may arise in the school
- Leadership or participation in threat assessment teams within the district
- Works collaborative with students, staff, families and external providers
- Assists other staff with implementation of student supports in the classroom
- Facilitate external referrals to access services for students
- Meet regularly with staff to assess progress and plan for student needs
- Attend trainings and professional development as appropriate
- Other duties as assigned

Salary: \$36.00 - \$38.19 per hour, depending on qualifications

Work Schedule: 7:30-4:30, M-F, 8 hours per day, 180 days per year

Benefits: Sick, and personal leave; 9 holidays; Health benefits including medical, dental, vision, life insurance and long-term disability insurance; State retirement

Application Procedures: Anyone interested in this position should apply through the Public Schools Personnel Cooperative by completing the application and uploading a resume, cover letter, and three professional references AND submit a letter of interest to Tammie Jensen-Tabor, Executive Director of Special Services at tjensen-tabor@centralia.wednet.edu. Current employees of Centralia School District need only to send a letter of interest to Tammie Jensen-Tabor.

Working Condition and Physical Effort Requirements

	Seldom or Never	Monthly	Weekly	Daily	Hourly
Lift/push/pull/carry objects up to 10 lbs.				X	
Lift/push/pull/carry objects 11-20 lbs.		X			
Lift/push/pull/carry objects 21+ lbs.	X				
Standing up to one hour at a time			X		
Standing up to two hours at a time	X				
Standing for more than two hours at a time	X				
Stooping and bending				X	
Ability to reach and grasp objects					X
Manual dexterity or fine motor skills					X
Ability to communicate orally					X
Ability to hear					X
Proofreading and checking documents for accuracy			X		
Using a computer and computer software				X	
Using various technology tools				X	
Working in a normal office environment with few physical discomforts			X		
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations, or other conditions		X			
Working in an area that is very uncomfortable due to extreme temperatures, noise levels, or other conditions	X				
Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises, or muscle pulls	X				
Operating automobile, vehicle or van	X				