

Educational Service Center of Medina County

Job Description

Title: School Based Mental Health Liaison

Reports To: Superintendent or Director of Special Needs Initiatives

Supervises: N/A

FLSA Status: NON-EXEMPT

Qualifications:

- Holds a master's degree in a mental health related field along with applicable licensure (i.e. LCSW, MFT, Clinical Psychologist).
- Has or can obtain an Educational Aide Permit through the Ohio Department of Education.
- Minimum of three years of work experience in mental health services in an educational environment.
- Knowledge and experience of currently accepted educational methodology for students diagnosed with a mental health disorder.
- Knowledge of Positive Behavior Interventions and Support guidelines.
- Completes documented evidence of a clear criminal record.
- Possesses a valid Ohio driver's license.

Description:

The School Based Mental Health Liaison will work with the ESC and participating districts to collaborate, coordinate, and conduct the delivery of mental health related services to identified students.

Key Functions:

Ethical and Professional Attributes and Behaviors:

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.

8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent and/or Director of Special Needs Initiatives.

Essential Functions:

1. Provide direct mental health services to include assessment, individual therapy and crisis interventions to identified students.
2. Provides services on-site at the school facility.
3. Maintains regular contact with the parent/guardian of each client as well as the Director of Special Education in the school district.
4. Completes treatment plans, treatment updates, and manage care authorizations.
5. Attends regularly scheduled staff meetings, IEP meetings and RTI meetings at the school as directed by the Director.
6. Provides consultation for school staff regarding mental health issues in the school environment.
7. Assists in connecting families with community resources and supports and is the liaison between outside service providers and the school district.
8. Participates in the collection of mental health information and student outcomes data to be used for monitoring overall performance and effectiveness of services provided.
9. Conducts district and county wide professional development opportunities for school staff.

Other Duties and Responsibilities:

1. Performs any additional duties determined by the administration of Medina City/County Schools as appropriate for the delivery of the service continuum of special education.
2. Examines (in conjunction with administration) additional duties in the context of priorities, time constraints, and impact on other student services.

Additional Working Conditions:

1. Potential exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather/driving conditions.
3. Potential interaction among unruly children.

Required Training:

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or as needed to maintain appropriate certification/licensure for the position held.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Governing Board Adopted: September 24, 2018
Revised by Governing Board: November 19, 2018