

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS

\*\*This form is used to gain approval prior to recruiting for a position.

Instructions for completing this form are located on the back.

Position: Mental Health Clinician

Department: Student Health Services

Time (FTE): 80% Term (months/year): 12 Months

Work Schedule (Days, Hours): 4 days, 32 hours a week

Salary Schedule (Range): Schedule 124, Level I, \$5,700/Month (\$42.00/hr)

Background and Rationale (use back of form if additional space is needed): Position was vacated and needs to be refilled

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.):

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): 39000-534000-211000-644000-2100 Health Services 100% % Amount \$ \$122,927  
Account Number(s):  00% % Amount \$ 00,410

Funding: (check all that apply) ☐ General Fund Unrestricted ☐ Restricted Funds ☒ Categorical ☐ Grant ☐ Temporary  
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date:  End date:

Comments:

Signatures:

1. Requesting Manager Signature Seth Meyer Date 1/17/23  
2. Division Vice President Signature Thomas G. Mauch Date 1/13/23  
3. Chief Compliance/Budget Officer Signature Bob Boyce Date 02/05/23  
4. Human Resources Signature Lila Davis-Harris Date 2/8/2023  
5. Vice President, Human Resources Schubert Date 2/9/2023

☒ Funding available ☐ Funding not available Position Number: CA9646 Contract Number:

Comments:

Reviewed by President's Cabinet, the following action was taken on the above request:

☐ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions:

Rationale:

6. Signature of President/CEO William J. Smoggin Date February 14, 2023

☒ Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): Leslie, Timothy  
Last day of employment: 10/09/2022 10/31/22  
Reason for vacancy: Did a lateral tra VLT  
(Attach Existing Job Description)

☐ Newly Funded Position Fiscal Year 2022/2023  
☐ No Existing Job Description  
(Attach Draft of New Job Description)  
☒ Classified ☐ Confidential  
☐ Supervisory ☐ Administrative

\*\*For Temporary Special Project Administrators only

☐ Temporary Special Project Administrator  
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: 39000-534000-211000-644000

## **MENTAL HEALTH CLINICIAN**

### **DEFINITION**

Under general supervision, provides mental health services to students, including the coordination of crisis intervention services, mental health counseling, and case management; researches current mental health trends and practices and keeps department mental health protocols current as needed; provides educational workshops and lectures on relevant mental health topics; develops programs and activities designed to increase mental health awareness and suicide prevention.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director, Student Health Services. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is a classification responsible for performing a variety of mental health services including counseling, crisis intervention, and case management of clients. Work requires strong communications skills and knowledge of available educational and community resources. Incumbents perform the full range of duties as assigned, working independently, and exercising a high level of judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned area of responsibility. This classification is distinguished from other Student Health Services classifications by providing clinical mental health services requiring a Master's degree and a Clinical Social Worker or Clinical Psychologist license.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Coordinates the provision and delivery of mental health services, including serving as the District's primary resource on mental health concerns and strategies.
- Conducts one-on-one therapy sessions, as well as, group sessions, per scope of practice; develops treatment plans as appropriate.
- Serves as a resource and liaison for the college community on issues of mental health promotion, including resource material development, committee membership, and presentations for the general campus community.
- Provides crisis intervention, evaluation and referral to community services; collaborates with community psychological evaluation teams and mental health providers as needed.
- Coordinates efforts of the campus crisis response team, including the scheduling and facilitation of regular meetings, leading case reviews, publishing the on-call calendar and response handbook, and other related duties.
- Teaches suicide prevention strategies to the campus community.
- Assists the Director in researching current health trends and practices, as well as, developing and maintaining clinical protocols in accordance with current standards of care.
- Gathers data on a regular basis to determine campus trends and needs, and recommends program modifications in response to identified needs.
- Establishes relationships with community health providers for the purpose of serving as referral agencies.
- Evaluates, maintains, and updates a variety of mental health-related records and files.
- Compiles information and health statistics data for reports.
- Provides health related information to health care and social service providers as requested.
- Maintains accurate records of activities and services provided.

- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, procedures, techniques, and trends of clinical and casework services, counseling, and treatment.
- Behavioral, social, and environmental aspects of emotional disturbances and mental disabilities.
- Current Diagnostic and Statistical Manual of Mental Disorders (DSM) diagnostic criteria for mental and emotional disturbances.
- Principles of mental health education.
- A wide variety of therapeutic and treatment approaches for persons with mental and emotional problems.
- Alcohol and drug addiction and treatment modalities.
- Scope, availability, and activities of community resources, including mental health and social services agencies.
- Current trends in mental health, public health, alcohol and drug services, and social services, including State and Federal programs in these areas.
- Mental health issues common to the community college population.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures governing mental health programs and the provision of mental health services.
- District organization, functions, rules, policies, and procedures applicable to assigned areas of work responsibility.
- Modern office practices, methods, and computer equipment and applications related to assigned work.
- Principles of record keeping and file maintenance.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for interacting effectively with clients, District staff, and individuals of various ages, disabilities, socio-economic groups, and effectively representing the District in contacts with the public.

### **Skills & Abilities to:**

- Perform effective psychological counseling with individual clients and groups.
- Develop and maintain effective therapeutic relationships with mentally and emotionally disturbed clients.
- Analyze case information and make sound clinical assessments, diagnoses, and decisions regarding treatment methodologies, client progress, and case development.
- Develop and implement treatment plans.
- Maintain the confidentiality of client information.
- Organize data, develop information, and prepare clear, concise, comprehensive records and reports.
- Explain the mental health program to members of community agencies and the general public.
- Understand, interpret, and respond with courtesy and sensitivity to the needs of clients from culturally and linguistically diverse backgrounds.
- Implement a variety of activities related to health education programs.
- Establish and maintain relationships with diverse community groups.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Operate modern office equipment including computer equipment and software programs.
- Organize own work, set priorities, and meet critical time deadlines.

- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a Doctorate in Psychology or a Master's degree from a regionally accredited college or university with major coursework in social work, clinical psychology, marriage and family therapy, or related field, and three (3) years of experience in an acute mental health care setting or private practice; urgent care experience preferred.

**Licenses and Certifications:**

- The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.
- Possession of valid California licensure as a Licensed Clinical Social Worker, Marriage and Family Therapist or Clinical Psychologist.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit District sites and attend meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary classification, although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Incumbents primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.