

Centennial Mental Health Center, Inc.

**Job Description**

**Job Title:** Mental Health Professional  
School Based Specialist  
**Job Class:** Program Delivery  
**Reports to:** Deputy Director – Clinical Services  
**Grade:** 8  
**Status:** Exempt

**POSITION SUMMARY**

Plans, coordinates and implements specialized services to school districts to assist in addressing the behavioral health needs of school-age children and adolescents. This will be done through consultation, professional development/training and collaboration with school districts, school personnel, and other community partners. The School-based Behavioral Health Specialist will advise on the development of local resources for youth, and assist with inter-agency collaboration on behalf of youth and families needing behavioral health supports.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. The School-based MH Specialist (SBS) will establish ongoing collaborative relationships with school districts, as well as organizations providing services to school-age children
2. The SBS will develop Memoranda of Understanding with local school districts outlining the scope of responsibility for Centennial and the Districts in alignment with the Colorado Office of Behavioral Health guidelines.
3. The SBS will coordinate training in Youth Mental Health First Aid in the schools.
4. The SBS will create professional development opportunities for school personnel on topics relevant to behavioral health.
5. The SBS will consult with teachers regarding students with complex needs.
6. The SBS will provide information and connection to community resources and public benefits.
7. The SBS will provide support for & consult with school health centers on behavioral health issues.
8. The SBS will consult with Positive Behavioral Support teams, and special education departments whenever necessary.
9. The SBS will assess and refer students for ongoing MH services when necessary.
10. The SBS will assist with resource development for additional school-based services.
11. The SBS will maintain timely records and data collections for measuring goals and outcomes of the program and services.
12. The SBS will attend trainings, workshops, conferences, and meetings that will further the ability to consult in the school setting.
13. The School-based Behavioral Health Specialist will travel to various school districts within the geographic region, providing regular on-site consultation, training and support. Services may also be provided using internet web-based technology, videoconferencing, or telephonic conferencing.

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**JOB REQUIREMENTS**

**EDUCATION**

Master's Degree in mental health field, experience in educational settings preferred.

**ABILITIES, KNOWLEDGE, SKILLS**

Ability to work well with special population consumers, maintain appropriate boundaries, identify and nurture strengths, and support their right to make independent decisions when possible. Knowledge of community resources, social security, and other disability programs/resources. Ability to serve wide range of consumers, including culturally diverse populations. Knowledge of cultural issues that may have a bearing on service provision. Effective written and verbal communication skills. Ability to update consumer records, document actions, and complete other paperwork in a timely manner. Computer literacy to include basic skills in e-mail communication and word processing. Ability to work on-call hours, which may be required. Ability to travel within the Center's service area or to other locations as needed.