

**SOUTHGATE INDEPENDENT SCHOOLS**  
**JOB DESCRIPTION**



**POSITION TITLE:** MENTAL HEALTH SPECIALIST

**QUALIFICATIONS:** Must have a minimum 4-year degree with a Bachelor's and/or Master's degree with a certification of: Licensed Professional Counselor (LPC); Licensed Clinical Social Worker (LCSW); Licensed Master's Social Work (LMSW); or equivalent

Minimum three years' experience working with children and families

Demonstrated ability to communicate and work effectively with parents, staff, students and community

**REPORTS TO:** Superintendent and/or Designee

**RESPONSIBILITIES:**

1. Maintain confidentiality of records in adherence with all law and licensure requirements
2. Creates and maintains records/service logs in adherence with federal laws including but not limited to: IDEA, Medicaid, Social Security, etc.
3. Conducts outreach and referral activities for students and families in collaboration with administrators and staff
4. Develop and implement an efficient schedule of services and treatment plans, revising as necessary to meet the unique needs of each student and family
5. Guide clients in the development of skills and strategies for coping, adjusting and maintaining progress
6. Counsel clients and families, individually and in group sessions, as appropriate
7. Provide monthly reports on programming progress, milestones, services while maintaining confidentiality of clients
8. Knowledgeable of and adheres to all school law, board policies and all governing guidelines for federal programs
9. Attends professional development as necessary to deliver programming and maintain active licensure status
10. Performs other duties as assigned by the Superintendent and/or designee