



**Northern Kentucky Cooperative for
Educational Services
JOB DESCRIPTION**

MEMO: The primary goal of the School-Based Mental Health grant is to increase and retain the number of mental health service providers in the Northern Kentucky schools and to increase and retain the number of credentialed school-based mental health service providers from diverse backgrounds. This project's outcome is designed to improve the ratio of students to school-based mental health providers, decrease the attrition rate, increase the total number of students receiving school-based mental health services. This grant will also support respecialization efforts, train schools to understand certification and licensure options, and help to build mental health services career pathways.

POSITION TITLE: SCHOOL-BASED MENTAL HEALTH, MENTAL HEALTH PROVIDER

RESPONSIBLE TO: Chief Academic Officer

QUALIFICATIONS/CERTIFICATION(S):

- Master's degree from an accredited university
- Valid certificate or license in a mental health field
- Knowledge of principles and processes for providing school-based mental health services.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; and the assessment and treatment of behavioral and affective disorders.
- Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of dysfunctions
- Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, and cultures and their history and origins.

PREFERRED QUALIFICATIONS:

- Education or work experience in data collection and analysis for use in problem-solving.
- Demonstrated successful ability to prioritize tasks and meet deadlines.
- Strong written and verbal communication skills, including computer skills.
- Excellent organizational and time-management skills.
- Ability to work independently with little direction and in varied education settings.
- Strong interpersonal skills with the ability to promote positive relationships.
- Ability to provide collaborative leadership in a team of mental health service providers.

JOB GOAL: The Mental Health Provider for the NKCES will provide therapeutic and counseling services to students in high-need member schools in the Northern Kentucky Cooperative for Educational Services region to supplement services available in the schools.

SPECIFIC DUTIES:

- Counsels students, individually and in group sessions, to assist in adjusting to life and making changes. Maintains confidentiality of records.
- Guides students in the development of skills and strategies to deal with their problems. Encourages them to express their feelings and to discuss what is happening in their lives and helps them develop insight into themselves and their relationships.
- Collects information through interviews, observations, and tests. Prepares and maintains treatment records and reports.
- Develops and implements treatment plans based on clinical experience and knowledge. Acts as a student advocate to coordinate required services or to resolve emergency problems in crisis situations.
- Attend training, workshops, and conferences (as applicable and approved by supervisor) to maintain awareness of current information and best practices.
- Willingness to travel inside and outside the NKCES region.
- Perform other duties as assigned by the Executive Director or Designee.

TERM OF EMPLOYMENT: Certified, Full-time employment, 215 days

SALARY: Salary based on rank and experience in accordance with NKCES certified salary schedule.

EVALUATION: Annual evaluation in accordance with performance of job description and NKCES policies and procedures.