



POSITION DESCRIPTION

Mental Health Supervisor

Position Mental Health Supervisor
Department/Site Student Health Center
FLSA Exempt
Evaluated by Dean of Students
Salary Range 20

Summary

Under the general direction of the Dean of Students, the Mental Health Supervisor is responsible for providing direct mental health services for students. The Mental Health Supervisor provides crisis intervention, develops, administers, coordinates, evaluates, and promotes mental health and wellness services; and provides supervision of employees and/or interns.

Essential Duties and Responsibilities

- Provide mental health services, including brief individual and group counseling and mental health assessment and referral services to students with a wide range of mental health needs to support their academic success and retention.
- Provide triage and crisis intervention to students and individuals in need, and act as a resource to faculty and staff. Design, lead and implement campus crisis intervention initiatives. Provide crisis intervention, evaluation and referral to community resources, as well as collaborates with community psychiatric evaluation teams, as needed.
- Follow standard protocols for psychological counseling and adhere to ethical principles as stipulated by the Board of Behavioral Sciences and/or American Psychological Association and in accordance with laws and regulations pertaining to behavioral health care in the State of California.
- Assess the mental health needs of students and develop an appropriate plan of brief intervention with the student(s).
- Serve as a resource to faculty, staff, and administration on mental health and wellness issues that may influence student behavior, including but not limited to, motivation, learning process issues, serious mental illness, suicide, violence, stalking, and threats toward others, anger management, conflict resolution, and social/communication skills.
- Educate students, staff and faculty about the maintenance of mental health and wellness with a focus on stress and anxiety reduction.
- Collaborate with the campus community to design, market and promote innovative programs that promote student mental wellness and success. These programs are prevention focused and may include anger management, substance abuse harm reduction, relationship skills development, and suicide prevention.
- Ensure students have knowledge of and equal access to campus-based mental health services through a variety of venues, such as student orientation, ongoing outreach, marketing, and small and large group education.
- Coordinate and maintain collaborative relationships with local mental health agencies.
- Participate in appropriate campus committees and coordinate with other campus committees and groups as needed. Serve as a resource for the campus on issues of mental health and to the applicable committees and/or teams, as needed.
- Maintain currency of knowledge and skills related to the duties and responsibilities.
- Participate in the development and administration of supplemental grants related to assigned programs.



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- Review, research, and modify mental health protocols/policies on an annual basis to assure compliance with laws, regulations, and accepted professional standards of practice; gather data to determine campus trends and needs; recommend protocol/policy modifications in response to identified needs.
- Participate in the Program Review Process, Student Learning Outcome measures, and other quality improvement projects as assigned. Prepare reports of mental health service activities, utilization statistics, outcome measures, and others as needed.
- Monitor and assist in maintaining the print and electronic/online resources used by the applicable Health Center, College website, and social media platforms. Assist in ensuring accuracy of print and online publications related to area of responsibility.
- Maintain confidential student information according to FERPA and HIPAA and maintain complete mental health treatment records.
- Manage various budgets, expenditures, grants, compile data for regular budget reports, assemble ad hoc reports as requested by administrators, and perform a variety of transactions, analyses, and reports in support of budget processes.
- Maintains positive working relationships with other departments on campus.
- Communicates District policy and administrative decisions to assigned personnel and students.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Supervises and evaluates assigned personnel.
- Resolves conflict.
- Insures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Knowledge, Skills and Abilities

- Knowledge of crisis intervention and demonstrated crisis intervention skills and techniques.
- Knowledge of guiding principles in mental health services in community college settings.
- Knowledge of legal and ethical standards of licensed mental health professionals.
- Knowledge of clinical therapy best practices in the treatment of individuals, couples, and groups, preferably in a community college setting.
- Knowledge of District organization, operations, policies and objectives.
- Knowledge of state education code and Title 5 and Title IX requirements.
- Knowledge of federal and state laws and regulations related to students with disabilities.
- Knowledge of research project policies, procedures and practices, including data collection and analysis.
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.
- Knowledge of recordkeeping procedures.
- Knowledge of budget preparation and maintenance.
- Knowledge of appropriate software and databases.
- Ability to interpret, apply and explain rules, regulations, policies and procedures.
- Ability to assess, analyze, implement and evaluate research project activities.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to plan, organize and prioritize work.
- Ability to meet schedules and timelines.
- Ability to understand and follow oral and written directions.
- Ability to supervise, train and provide work direction to others.

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New- 01/19/22



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- Ability to establish and maintain effective working relationships with others.
- Ability to maintain records and prepare reports.
- Ability to perform all of the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.
- Ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.

Education and Experience

- Possession of a master's degree from an accredited institution in clinical psychology, counseling psychology, clinical counseling, social work, family-based counseling, marriage and family therapy, or marriage, family and child counseling, or the equivalent.
- Two-year minimum recent experience as a licensed mental health provider.

Licenses and Certificates

- Requires possess a valid license in the state of California as a Marriage and Family Therapist (LMFT), Licensed Social Worker (LCSW), Licensed Professional Clinical Counselor (LPCC), and/or Licensed Clinical Psychologist.
- Meet all California requirements to provide supervision to qualified individuals seeking licensure with California Board of Behavioral Sciences and/or the American Psychological Association.