



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

**Social Services Clinician I
Social Services Clinician II**

**Class Code: 1327, Work Days: 225
Class Code: 1036, Work Days: 225**

GENERAL PURPOSE

Provide professional social services that facilitate the work of staff providing alternative programs to at-promise students; develop and deliver an appropriate range of services for at-promise students and their families; identify and coordinate services and opportunities from other agencies and the business community that support the instructional program; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; and implement policies and procedures.
 2. Assess and evaluate student behavior as it relates to academic success and personal well-being.
 3. Network with schools and/or employers, probation officers, and families to obtain information on currently enrolled students.
 4. Work collaboratively with a variety of community agencies to develop placements for the social and educational welfare of students.
 5. Conduct initial interviews and individual and group counseling sessions.
 6. Assist in preparing students to return to their home communities/schools.
 7. Maintain an active caseload of students for general and special education counseling services.
 8. Apply the clinical casework approach to identify and solve problems related to student performance.
 9. Precept M.S.W. (Masters, Social Work) interns, B.S.W. (Bachelor, Social Work) interns, or MFT (Marriage, Family Therapist) Trainees/and PPS (Pupil Personnel Services) Interns involved in fieldwork placements with the program.
 10. Contact appropriate public and/or private agencies to identify resources that address the individual student's social, educational, and/or vocational needs.
 11. Offer resources to teachers, parents, and students on topics such as gang activity, mental health issues, cultural differences, and chemical dependency.
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12. Maintain records in accordance with agency guidelines, following the Family Educational Rights and Privacy Act (FERPA) and Board of Behavioral Sciences (BBS) specifications.
 13. Make referrals to community resources for follow-up casework care.
 14. Provide counseling to students with mild to moderate disabilities.
 15. Provide crisis response services as appropriate.
 16. Must demonstrate attendance sufficient to complete the duties of the position as required.
 17. Perform related duties similar to the above in scope and function as required.

Social Services Clinician II

In addition to the Essential Functions for Social Services Clinician I:

1. Supervise B.S.W. interns, M.S.W. interns, or MFT Trainees/and PPS Interns involved in fieldwork placements with the program.
2. Supervise and provide crisis response services as appropriate.
3. Facilitate group supervision.
4. Carry on-going caseload as defined by the Board of Behavioral Sciences.
5. Participate in, attend, and lead student-centered meetings to discuss problems pertaining to attendance, behavior, and credit.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Clinical information contained in the Diagnostic and Statistical Manual of Mental Disorders (DSM)
2. Social and mental issues such as suicide prevention, multi-ethnic and cultural differences, dynamics of gang culture, and chemical dependencies and addictions.
3. Casework, school social work, school counseling, and therapy.
4. Board of Behavioral Sciences (BBS) law, ethics, and best practices.
5. Federal laws including the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA).
6. Individualized Education Plan (IEP) principles and best practices.
7. Mental health standards and practices, such as in-school services and the moral and legal obligations associated with providing mental health services in schools.
8. Counseling principles and strategies for large and small groups in a school environment.
9. Available referral agencies and resources within the county.

Ability and Skill to:

1. Obtain student data through personal interviews and develop systematic and concise files and records of such data.
2. Assess, evaluate, and refer students to community service agencies when necessary.

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3. Precept M.F.T., M.S.W. and/or B.S.W. interns.
 4. Provide court-ordered social services.
 5. Facilitate large and small group counseling presentations.
 6. Participate as a casework team member.
 7. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
 8. Establish and maintain effective working relationships with various constituencies.
 9. Understand, interpret, and explain laws, codes, contracts, regulations, policies, and procedures.
 10. Prepare clear and concise correspondence, reports, and other written materials.
 11. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
 12. Communicate clearly and concisely, both orally and in writing, in English; and present information effectively in front of both large and small groups.

Social Services Clinician II

In addition to the Qualifications for Social Services Clinician I:

1. Supervise M.F.T., M.S.W., and/or B.S.W. interns
2. Provide training to administrators, teachers, and other staff.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a master's degree in Social Work and two (2) years of experience as a Clinician in clinical work providing services to adolescents exhibiting high-risk behavior (i.e., chemical addiction, gang involvement, teen pregnancies, anti-social behavior, etc.); or an equivalent combination of training and experience.

Social Services Clinician II

In addition to Education, Training, and Experience for Social Services Clinician I:

A valid license to practice as a Clinician in the state of California and two (2) additional years of experience as a Clinician providing services to adolescents exhibiting high-risk behavior (i.e., chemical addiction, gang involvement, teen pregnancies, anti-social behavior, etc.).

Certifications, Licenses, and Professional Designations:

Board of Behavioral Sciences (BBS) licensing such as Licensed Marriage and Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), or Licensed Professional Clinical Counselor (LPCC)

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee typically works in an office environment that is fast-paced with moderate to high pressure.