



West Valley - Mission

Community College District

CLASS SPECIFICATION

SUPERVISOR, MENTAL HEALTH SERVICES

Supervisory Position (Non-Exempt Status)

Supervisors Salary Schedule – Range 28

DEFINITION

To plan, organize, coordinate, and supervise mental health programs, services, and operations within the health services division; including clinical practice, mental health/counseling, crisis intervention and wellness education; and to perform a variety of professional and technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Director, Health Services.

Exercises direct supervision over assigned professional, technical, intern and support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of mental health education program goals and objectives; establish schedules and methods for provision of program services to students; implement policies and procedures.

Plan, prioritize, assign, supervise, and review the work of assigned personnel.

Develop and implement program activities by compiling, evaluating, and determining student needs.

Evaluate operations and activities of assigned programs; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for grant proposals; monitor and control expenditures.

Promote, prepare, and conduct special activities, events, and presentations in support of the program.

Provide clinical supervision, consultation, and training to mental health counseling interns.

Assess, evaluate, and counsel students in a wide range of mental health issues; including substance abuse and trauma; conduct crisis interventions and facilitate referrals as necessary.

Work closely with public safety and campus police, assist with crisis screenings, intervention, de-escalation services, and connect or refer individuals to other community services/programs.

Research, compile, and prepare reports and documentation on program activities; analyze program and develop corrective action; maintain records of findings and corrective actions; prepare periodic status reports.

Represent program with committees, outside organizations, and on staff subcommittees as necessary; coordinate program activities with other district divisions and departments and outside agencies.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of health education program development and implementation.

Principles and practice of training and supervision.

Equipment, tools, and materials used in operation of a counseling center.

Principles and practices of budget monitoring.

Pertinent local, state, and federal laws, ordinances, and rules.

Principles and methods of scheduling, logistics, and recordkeeping; including the use of electronic health records.

Community resources for health and mental health.

Mental health counseling, laws, ethics, and mandatory reporting requirements.

Ability to:

Organize, implement, and direct program activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent program and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train, and evaluate assigned professional, technical, intern and support staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of increasingly responsible professional experience in mental health counseling, with one year of experience providing technical and functional supervision.

Education:

Equivalent to a Master's degree from an accredited college or university with major course work in psychology, social work, or a related field.

License and Certificate

Possession of, or ability to obtain a current California Board of Behavioral Sciences (CA BBS) license: Licensed Practitioner of the Health Arts (LPHA) including the following specialties: Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), and Licensed Professional Clinical Counselor (LPCC).

EEO Category: Professional Non-Faculty

Date Approved: August 29, 2022