

POSITION DESCRIPTION**STUDENT ASSISTANT SPECIALIST (11-MONTH POSITION)**

Prevention Services
Center for Child and Family Services
Region Ten Community Services Board

CLASSIFICATION TITLE: Student Assistant Specialist

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA exempt position in which the incumbent works as part of Prevention Services to provide implementation, coordination and management for a student assistance program sited at a local school. He/she shall provide crisis intervention services, focused on short-term stabilization of child including mental health assessment and clinical interventions. The incumbent shall provide behavioral coaching, role-modeling, psycho-education/skill building, crisis counseling and emotional support to selected children and families in behavioral health areas to include (but are not limited to): attachment (or child development), parenting, behavioral management, problem solving, self-management, social interaction, independent living, crisis management, employment searching and work skills.

The incumbent will also function as an outreach specialist to provide in-community prevention programs for children, adolescents, families and citizens at large. He/she will work with human service agencies, treatment teams, schools, local jurisdictions and citizen groups to provide appropriate consultation and implementation of programs of service and education about and prevention of substance addiction, mental health and promotion of resiliency..

The incumbent reports to the Program Manager of Prevention Services and to the school system administrator. Carrying out the position duties requires participation in formulating and carrying out policies, objectives and programs involving the school system, Region Ten and other local agencies. The incumbent receives general supervision after specific program objectives have been determined and defined by program administrators. The incumbent exercises sound judgment, is cooperative and maintains confidentiality when performing assigned duties and responsibilities. In carrying out the position duties, the incumbent performs in accordance with applicable professional ethics, licensure standards, school policies and Region Ten policies.

The HIPPA access level for this position is Level Two

The essential functions of this job are starred below (*) under "Major duties."

MAJOR DUTIES:

1. *Provides assessment of the need for local programs of prevention particularly those addressing violence, mental health and substance abuse issues.
2. *Designs and/or establishes prevention services to meet prioritized school needs; prioritizing "at-risk" students.
3. *Provides consultation to other schools and school system staff regarding prevention and intervention services.
4. *Provides liaison with local agencies in order to coordinate referrals for treatment services. Coordinates services with therapists and other professionals, agencies, schools, and other resources. Participates in case conferences, presents information on observations of child/family behavior and functioning. Identifies family strengths, weaknesses, areas of stability and instability, and progress toward treatment goals.
5. *Provides crisis intervention services as defined by DMAS and licensure regulations.
6. *Coordinates the school-based Student Assistance Program which may include though not limited to, a student assistance core team, prevention/education presentations, individual assessments and brief counseling, psycho educational groups, a peer mediation program, consultation and referrals, crisis intervention, and/or parent training.
7. *Participates in the trainings provided through the Department of Behavioral Health and Developmental Services (DBHDS) and the Substance Abuse and Mental Health Services Administration (SAMHSA).
8. *Provides in-service training at the direction of the Director I or Program Manager of Prevention Services.
9. *Works evening hours as required by assignment by the school administrator in charge of student assistance programs or the Director I or Program Manager of Prevention Services.
10. *Receives supervision in prevention assignments and issues as required.
11. *Completes documentation as required. Maintains current and complete records; including daily entries of services in the Prevention Database required by Department of Behavioral Health and Developmental Services (DBHDS) and maintains required records for any crisis intervention services provided.
12. *Attends required meetings.
13. *Supervises volunteers or students as assigned.
14. *Reads all agency communication (i.e., Ten, Region Ten's newsletter, E-mail, etc.).
15. *Performs other duties as assigned in keeping with general description of this position.
16. * Function effectively within two separate systems; school and Region Ten.
17. *Acts as liaison between Region Ten service provider, student, school and student's parent or guardian.
18. If the employee is seeking licensure, their job tasks may be varied to ensure that they meet all the 12 core competency areas as set forth by the applicable licensing board.

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QUALIFICATIONS:

To ensure the safe and efficient operation of the program, a valid Virginia Driver's License plus an acceptable driving record as issued by the Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided. The incumbent must also possess the following qualifications, knowledge, skills and abilities:

Education: Master's degree in pertinent mental health field and license (LPC or LCSW) or license-eligible required (as defined by registration of supervision with the appropriate Licensing Board.)

Experience: One year of mental health experience required. Two or more years preferred.

Knowledge of: principles, theory and strategies of prevention, training, and treatment in the field of substance addiction, mental health and developmental disorders; principles of child development, attachment theory, child and adult psychopathology, family therapy, behavior management, adult and child substance abuse, and psychological testing; schools systems and interagency collaboration. Laws and regulations governing children's behavioral health services.

Skills in: motivational interviewing, crisis supports, case management, therapeutic techniques, child and family counseling, outreach modalities, group facilitation; clinical assessment, risk assessment, assessment consultation and referral; program coordination; public speaking and report writing, personal computers and keyboarding.

Abilities to: provide prevention/education services to groups, families and individuals on substance addiction, mental health and intellectual disability issues and provide consultation in these areas to agencies, and in particular to the specific school assignment; and to work independently and function professionally while sited full time at a school.

CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS:

This position is evaluated according to the Clinical Provider Performance Evaluation Standards.

POSITION LOCATION: Region Ten Community Services Board
500 Old Lynchburg Road (location of team)
Charlottesville, VA 22902
and sited full time at assigned school

POSITION ORGANIZATION CHART

Prevention Program Manager
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Student Assistant Specialist

GRADE: 9/10/11

SCHEDULE: 40 hours weekly; 11-month position
(yearly schedule is August through June)

or hourly, as agreed upon with supervisor

Position Description Updated: May 1, 2018

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

Signature

Name Printed

Date