

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION¹

JCN: 167
EXEMPT

BEHAVIORAL HEALTH SUPPORT LIAISON

BASIC FUNCTION:

Under the direction of the Senior Director, Pupil Personnel Services and assigned supervisor, serve as a liaison on behalf of the Office of the Fresno County Superintendent of Schools (FCSS) between students, families, school district staff, and outside agencies in support of students experiencing mental health crisis; respond to public and private providers when a student mental health (5150) or substance use crisis is reported; collaborate with school district staff and community agencies to develop a comprehensive plan of support; facilitate the student's return to school; facilitate linkages with agencies to extend additional supports for students and families to promote mental health, substance use support, personal growth and stabilization.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Collaborate with administrators, personnel, outside agencies and school districts in the development and implementation of crisis networking processes.
- Comply with schedules, policies, regulations, procedures and orders of Valley Children's Hospital and other assigned healthcare agencies.
- Conduct data collection, data entry for program related surveys and forms
- Document assessments and referrals in the electronic medical record and follows organizational documentation policies and procedures.
- Demonstrate proficient skills and abilities regarding conflict management and mediation of teams.
- Develop, collect, and analyze data from surveys and reports related to suicide attempts and completed suicides in Fresno County; coordinate efforts to develop district surveys.
- Develop tools, resources, and guidance to facilitate behavioral health support plans to students returning to school following a mental health crisis.
- Facilitate communication between community agencies, physicians and crisis support providers with school districts to develop support for students who have experienced a crisis related to suicidal thoughts substance use.
- Facilitate completion of consent forms from the student and/or caregiver prior to discharge to make referrals and linkage to the appropriate school.
- Facilitate completion of consent forms from student and or/caregiver authorizing an accepting psychiatric facility to notify Behavioral Health Liaison of student's discharge.
- Establish and maintain cooperative and effective relationships with parents/guardians, peers, administrators, and outside agency personnel.
- Facilitate linkage between families/guardians and outside agency resources.
- Facilitate linkages between school district staff and outside agencies and mental health providers in support of students experiencing mental health or substance use crisis.
- Involve student, family, health care providers, school staff and others in formulating plans of support when possible and appropriate.
- Monitor effectiveness and efficiency of interventions with youth and families.
- Participate in strategies that promote emotionally and physically healthy communities.

¹Unrepresented

- Respond to crisis/5150 notifications from hospitals, clinics, law enforcement, physicians, and outside agencies to coordinate follow-up support with student, family/guardian, school district and school site programs
- Participate in the safety planning process as assigned, obtain caregiver consent to make referrals, and schedule appointments with appropriate school.
- Serve as the county office liaison to students, families/guardians, community, hospital, school site based mental health providers, administrators, and staff.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies and procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule to meet deadlines based on need and to attend evening and weekend meetings/conferences, as assigned.
- Drive a vehicle to conduct work using own transportation.
- Perform related duties as assigned.
- Respond to crisis notifications.
- Travel may be required for work and/or training within California.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Community agencies and resources.
- Current techniques and methods of assessment, diagnosis, planning, intervention and evaluation.
- District mental health and suicide prevention support resources in Fresno County.
- Principles and techniques used in behavior analysis and the development of behavior intervention plans.
- Principles of child development.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, Welfare & Institution Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Coordinate services with multiple agencies including school districts served by Valley Children's Healthcare.
- Consult with team members regarding needs and education program intervention and plans for children.
- Develop and implement modifications and intervention strategies to match specific student needs.
- Develop and implement various systems for organization of mandated paperwork and processes.
- Facilitate meetings with parents and staff.
- Handle stressful environments.
- Make oral presentations.
- Work independently in triaging calls.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:**EDUCATION:**

- Bachelor's degree.
- Master's degree.

EXPERIENCE:

- Experience providing mental health assessments, individual and family therapy and case management services preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California Board of Behavioral Sciences registration as one of the following: Associate Marriage and Family Therapist (AMFT) or Licensed Marriage and Family Therapist (LMFT), Associate Clinical Social Worker (ASW) or Licensed Clinical Social Worker (LCSW) or Associate Professional Clinical Counselor (APCC) or Licensed Professional Clinical Counselor (LPCC).
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- Pass a language proficiency assessment in a designated second language may be required.
- Additional interagency clearances and licensures may be required.

WORKING CONDITIONS:

ENVIRONMENT:

- Ability to work a flexible schedule including evenings and weekends for crisis intervention and calls.
- Drive a vehicle to conduct work, using own transportation.
- Office, school facility and/or home environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- Abusive and potentially harmful outbursts from students.
- Abusive and potentially disruptive behavior from students.
- Occasional physical escorts and management of aggressive student behavior.
- Possible contact with blood and other body fluid(s).

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 10/27/2021

Revised: 02/01/2022